

**Board of Selectpersons
Tuesday, September 3, 2019
7:00 PM - Town Office Conference Room**

CALL TO ORDER / PLEDGE OF ALLEGIANCE

PUBLIC HEARING – Personnel Policy (p.2)

MINUTES

July 16, 2019 (p.31)

August 6, 2019 (p.33)

RECOGNITION OF VISITORS - ITEMS NOT ON THE AGENDA

REPORTS

Town Manager Report (p.35)

Financial Reports (p.36)

COMMUNICATIONS

Formation of Firefighter Union Letter (p.50)

OLD BUSINESS

Solar RFP Results (p.51)

Pedestrian Trail Bridge RFP Results (p.52)

NEW BUSINESS

TLEA Presentation

Comprehensive Plan Update (p.53)

Timber Harvest Information (p.61)

Road Naming Application (p.67)

Employee Dinner Discussion

PAYABLES (p.68)

ANY OTHER BUSINESS

CALENDAR

Monday, September 9th, 6:30 PM, Charter Update Meeting in the Town Office Conference Room

ADJOURNMENT

SELECTPERSONS ACTIVE LIST

Spectrum Franchise Agreement – Review after September when new law takes effect

Comprehensive Plan Update

OPEN COMMITTEE/BOARD SEATS

Board of Appeals – 1 vacancy & 2 alternate vacancies

Planning Board – 1 alternate vacancy

Comprehensive Planning – 3 vacancies

Town of Poland

Personnel Policy



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SECTION 1 INTRODUCTION AND GENERAL PROVISIONS

101 Welcome

Welcome to public service with the Town of Poland. You have been selected to work with the Town as a result of your knowledge, experience and training in your chosen field. You are joining other dedicated employees who are providing consistently high levels of service to Town residents and taxpayers. It is critical to remember that with our mission of service to the public, we must continually strive for the highest levels of effort, performance and conduct.

Town employees form the core of the organization and are its most important resources. Accordingly, the Personnel Policy has been prepared and provided to guide you and your fellow employees in your daily activities, including your responsibilities, rights and benefits as a Town of Poland employee. Your careful attention to this document will help to provide you with a rewarding and satisfying career in Town service.

102 Purpose

The purpose of the Personnel Policy is to establish and set forth a uniform and equitable system of personnel administration generally governing employment with the Town of Poland. This policy applies to all positions not covered by collective bargaining agreements. This policy will supersede any previously existing personnel policy and take effect on 1 January 2017.

103 Disclaimer

This personnel policy sets forth some of the general procedures and policies currently in effect at the Town of Poland. Personnel policies and benefits by their nature are constantly under review as they are affected by changes in applicable law, regulations, economic conditions, and the way the Town does business. The Board of Selectpersons therefore necessarily reserves the right to change provisions of this manual with reasonable notice when it deems the change to be in the best interest of the Town and its personnel. Neither this agreement nor any of its provisions are intended to be part of a contract between the Town and any employee, and this personnel policy does not constitute a written contract of employment with any individual or a promise or assurance of continued employment to any individual. The Town Manager has the authority to make exceptions to these policies when necessary for the good of the Town and in the exercise of his authority under Section 302 and other provisions of the Poland Town Charter.

104 Application of Rules and Regulations

This policy governs the relationship between the Town and its employees who are not covered by a collective bargaining agreement, should one come into being. Standardized forms, definition of terms and procedures, as well as certain legal mandates such as equal employment opportunity, Workers' Compensation, Unemployment Compensation, and safety requirements, are intended to apply to all employees, unless those terms are covered by a collective bargaining agreement. Under no circumstances shall any provisions relating to wages or benefits in these policies apply to any employee covered by a collective bargaining agreement. Terms not defined within this policy shall be construed to have the meaning found within a standard dictionary.

105 Goal of Personnel Management

The goal of personnel management in the Town of Poland is to:

- Provide effectiveness, economy, and productivity in delivering services to the citizens of Poland;
- Encourage a commitment to professional excellence in serving the public and continue the professional development and upgrading of employee skills;
- Provide reasonable assurances that the duties and responsibilities of employees and the Town alike are respected;
- Afford reasonable treatment to all individuals desiring to enter Town service and whenever possible to provide opportunity for advancement in Town service on the basis of skill, effort and performance, as determined through competitive process;
- Provide that employees are treated reasonably according to these policies in all personnel processes;
- Expect that employees shall use their best efforts to fulfill their obligations to the Town and its citizens.

106 Non-Discrimination

The Town shall administer and implement these policies in a manner that shall not discriminate unlawfully against any person because of race, color, religion, sex, national origin, age, sexual orientation or physical or mental disability.

107 Americans with Disabilities Act (ADA)

The Town of Poland is committed to providing accommodations to allow individuals with known disabilities who are otherwise qualified to perform the essential functions of the job as defined by federal and state law under applicable laws and regulations. The municipality's intent is to ensure that every request for an accommodation, due to disability, is promptly and properly reviewed. Poland is committed to following the requirements of the ADA and all appropriate federal and/or state laws, rules and regulations.

All requests for accommodations are to be directed by the employee or Department Head to the Town Manager for consideration and review. The review of the request may include an informal meeting, and may include an evaluation and determination of the scope of the disability and, if appropriate, requests for medical documentation, examinations and/or opinions.

107.1 The employee or the employee's Department Head shall contact the Town Manager for assistance in requesting an accommodation. No department or individual may grant any accommodation, except on a short term or emergency basis, without first receiving approval of the Town Manager. If an employee's Department Head makes the request for accommodation on behalf of the employee, the employee must then work with the Town Manager directly. Only that information absolutely necessary shall be shared with the employee's Department Head. The employee's Department Head should not act as an advocate or surrogate for the employee. The Town Manager shall work with the employee in completing the ADA process in a timely and efficient manner.

107.2 Any information submitted shall be considered confidential and may be shared only with those who have a need to know in accordance with federal and/or state law. The Town Manager shall make the determination of the need to know in consultation with the applicable department.

- If the nature and extent of the disability, and need for accommodation is not obvious, the Town may require the employee to present documentation from a health professional concerning the nature of the disability, its functional limitations relevant to the employee's job duties, and the need for reasonable accommodation.
- The employee shall be responsible for the expenses of providing documentation from his or her health professional, which may include the costs of necessary medical examinations needed to render a medical decision. If, upon review, the Town Manager determines that an additional medical opinion is necessary, the Town shall be responsible for the additional costs.
- Failure to provide necessary medical documentation, and/or failure to submit to an independent medical examination may, result in denial of any request(s) for accommodation(s).

107.3 The Town Manager, after consultation and discussion with the employee, must make the following necessary determinations for each ADA accommodation request:

- Establishing the existence of a disability. If this is not apparent, it may require proof of actual diagnosis by an appropriate medical care professional, with appropriate documentation supporting the diagnosis.
- Whether, and to what extent the disability affects the ability of the employee to perform an essential function(s) of the employee's position.
- The job's function(s) that the disability impacts.
- The type of accommodation(s) that would be necessary.
- Whether the needed accommodation would be reasonable within the meaning of the law.

107.4 The Town Manager shall implement the decision through appropriate municipal procedures if the employee is to be accommodated.

107.5 The Town Manager shall issue a written response within a reasonable time after the request for accommodation. A reasonable time is necessarily flexible, taking into consideration such factors as the complexity of the request, cooperation of the employee, any need(s) for additional medical examinations and/or opinions, and so forth.

108 Employee Recommendations

Suggestions for ways to improve Town services are encouraged. Employees may submit written recommendations to their Department Head or the Town Manager as appropriate.

109 Equal Employment Opportunity/Affirmative Action

The Town of Poland is committed to compliance with the Equal Employment Opportunity Act and the Affirmative Action plan as voluntarily adopted by the Town of Poland.

110 Employee Expectations

110.1 Attendance and Punctuality: The Town of Poland expects employees to be reliable and punctual in reporting for scheduled work. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their Department Head as soon as possible in advance of the anticipated tardiness or absence. Poor attendance or excessive tardiness may lead to disciplinary action, up to and including termination of employment.

110.2 Courtesy and Professionalism: The employees of the Town are public servants and the citizens must be treated with courtesy and consideration. Every employee should remember that he or she might be the only contact a citizen has with his or her local government. The impression that the employee makes will determine for a long time to come what the citizen thinks of our Town Government. Failure of an employee to act with reasonable courtesy may result in disciplinary action. Employees are expected to practice a high level of personal hygiene, dress appropriately and conduct themselves with a professional demeanor.

110.3 Response Time Requirement: The Town Manager may require that new employees reside within a thirty (30) minute response time, if the Town Manager determines that requiring such response time promotes the public health and safety, or improves the administration of Town government. Such findings must be included in the job posting for the specific position.

110.4 Chain of Command: When you take a municipal job, you are buying into a formal structure of communication and supervision; you cannot change from “citizen hat” to “town employee hat” as a defense for such an “end-run” of those communication supervisory chains of command.

110.5 Mandatory Training: Every municipal employee, regardless of their employment classification is required to participate in annual trainings determined by Town administration as recommended by the Maine Bureau of Labor Standards (MBLS) and Occupational Safety and Health Administration (OSHA). These annual trainings, conducted by the Poland Safety Committee each December, are to educate the employees of the safety policies and procedures adopted by the Town. Participation is a required condition of employment and employees who do not complete the requirement by January 31st immediately following the December training may be subject to termination.

Each municipal department may also have mandatory trainings, certification or licensures specific to that department. Employees who do not maintain current required trainings, certifications or licensures may be subject to termination.

111 Recruitment and Promotion

Current employees are encouraged to apply for any position for which they may be qualified however the Town shall not be required to promote an existing employee if in the sole judgment of the appointing authority an outside candidate is more qualified.

112 Job Descriptions

A job description will be prepared for each position. The job description will outline the duties, responsibilities, knowledge, and skill level requirements of the position. Each employee will receive a copy of his or her job description when hired. Each job description should be reviewed periodically

as part of the performance appraisal process and if necessary revised to reflect changes in the employee's duties and responsibilities.

113 Anniversary Date / Employment Date

For administrative simplicity, the employee's hire date will be their anniversary date for determining sick leave and vacation accruals.

113.1 Years of Employment Service: Only those years of service where an employee was receiving at least partial benefits under this policy (vacation, sick time, holidays, etc.) shall count toward an employee's overall years of service.

113.2 Break in Employment Service: A break in employment service occurs whenever an employee voluntarily leaves the town's employment for a period of more than 180 days or when discharged from employment for any amount of time for disciplinary reasons. Participation under approved Family & Medical Leave Act, Jury Duty, Maternity Leave, and involuntary Military Duty would not be classified as a break in employment service.

114 Record Keeping

Accurately recording time worked is the responsibility of every hourly employee. Federal and State laws require the Town of Poland to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is the time actually spent on the job performing assigned duties.

Each full-time employee is entitled to one, thirty-minute (30) break period and one fifteen-minute (15) break period during any shift of eight hours. It will be up to the discretion of the Department Head or Manager to schedule appropriate break times within each department to coincide with the required workday. Employees with shifts longer than eight hours are entitled to break times in accordance with State law.

Non-exempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each break period. They shall also record the beginning and ending time of any split shift or departure from work for personal reasons. Failure to document said breaks on an employee's time card is the responsibility of the employee and in no event, shall failure to take breaks or document breaks result in a liability to the employer. There is a presumption of breaks being made available to employees, even if not noted on the time cards.

The appropriate Department Head must always approve overtime for non-exempt employees before the work is performed.

Altering, falsifying, tampering with time records, or recording time improperly may result in disciplinary action, up to and including termination of employment.

The Department Head will review and approve all-time records before submitting it for payroll processing. The Town Manager shall also review and approve all payroll time records.

115 Personnel Files / Records

The Town Manager and/or his/her designee are responsible for creating and maintaining centralized personnel files for all employees. The Town Manager and/or his/her designee will also retain files

concerning applicants for Town positions and personnel files of former employees. Personnel files should include such records and information to document the employee's personnel actions during his/her employment with the Town.

Employee personnel files are considered confidential documents. Only those persons with the right to know or the need to know may have access to the personnel files. Any employee has the right to inspect his/her personnel file or to receive copies of his/her own file. Requests to view or inspect centralized personnel files should be made in advance to the Town Manager in writing.

116 Termination of Employment

An employee shall provide at least two (2) weeks written notice to the Department Head and/or Town Manager, of their effective date of resignation in order to be deemed having "resigned in good standing". The Town Manager at his/her sole discretion may waive any or all of this notification period. Employees are encouraged to give as much advance notice as possible to assist in a smooth replacement procedure.

Prior to termination the employee shall be offered an opportunity to meet with the Town Manager to execute an exit interview.

Employees, who anticipate retiring from the Town of Poland, should contact the Town Manager within six (6) months of the scheduled retirement date to provide an easy transition.

At the discretion of the Town Manager, when deemed in the best, long-term cost interest of the Town may negotiate a severance package for an employee who is asked to resign.

The Town Manager has the authority to terminate the employment of any Town employee when necessary for the good of the Town, and nothing in this section or in this personnel policy shall be deemed to modify or limit the authority of the Town Manager under the requirements of Maine state law (just cause/due process).

117 Secondary Employment

Any full-time employee who engages in secondary employment shall notify his/her Department Head. Department Heads will then notify the Town Manager. The Town Manager will determine whether an employee's secondary employment presents a conflict with his or her duties to the Town.

118 Hiring Of Relatives

The employment of relatives in the same department of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships. The hiring of relatives of elected and other employees is detailed in Chapter X, Section 10.4 of the Poland Town Charter.

119 Workplace Threats and Violence

The safety and security of the employees of Poland, as well as the public who conduct business in the various municipal buildings, is of paramount importance to the Town. Therefore, threats, threatening behavior, or acts of violence against an employee, visitor, guests, or other individuals by anyone on Town property will not be tolerated. Violations of this policy will lead to disciplinary action, which may include dismissal, arrest, and prosecution.

Any person who makes unlawful threats, exhibits threatening behavior, or engages in violent acts on Town property shall be removed from the premises as quickly as safety permits, and shall remain off Town premises pending the outcome of an investigation. The Town will initiate an appropriate response that may include, but is not limited to, suspension and/or termination of employment, and/or criminal complaint against the person or persons involved.

All Town personnel are responsible for notifying his/her Department Head, Town Manager, or the Sheriff's Department of any threats that he/she has witnessed, received, or has been told that another person has witnessed or received in connection with the person's job duties. Even without an actual threat, personnel should also report any behavior witnessed which they regard as threatening or violent when the behavior is job related or might be carried out on a Town-owned site or is connected to Town employment.

120 Employee Classifications

120.1 Full-time Employees: Full-time employees are defined as those employees who have successfully completed a probationary period and are regularly scheduled to work at least 35 hours each week on a year round basis. Full-time employees are eligible for all benefits offered by the Town of Poland.

[Full-time firefighters have a base work week of forty-two \(42\) hours and work on a 28 day pay period. That means, they work three weeks of 48 hours and one week of 24 hours, with the average number of hours worked each week over the 28-day cycle being 42 hours. Therefore, full-time firefighters are paid 42 hours of straight-time each week. Overtime will be paid for hours worked in excess of 48 hours in any one week.](#)

120.2 Regular Part-time Employees: Regular part-time employees are defined as those employees who have successfully completed a probationary period and who are scheduled to work an average of between 20 and 34 hours per week on a year-round, fixed-schedule basis. Regular part-time employees are subject to appointment and removal by the Town Manager. Regular part-time employees are entitled to a pro-rated amount of the normal vacation, holidays, sick leave and bereavement leave, but not personal days or health insurance received by full-time employees.

120.3 Part-time Employees: Part-time employees are defined as those employees who are scheduled to work less than 20 hours per week on a year round basis, fixed or unfixed schedule. Part-time employees are not entitled to any employee benefits.

120.4 Contract / Subcontract Employee: Contract/Subcontract employment is employment under a written personal services contract between the Town and an individual and is subject to and governed by the terms of that agreement.

120.5 Temporary Employee: Temporary employment is an appointment to work a standard work week or less on a regular basis for a defined limited period of time, usually not to exceed six (6) months. Extensions of temporary employment may be granted by the Town Manager for up to three (3) months. Temporary employees are paid for hours worked and receive no other Town benefits, except those mandated by law.

120.6 Seasonal Employment: Seasonal employment is appointment to a position that generally has a duration coinciding with one or more of the four (4) seasons and the position terminates with the end of one or more of the applicable season(s). Such employees are paid for hours actually worked and receive no other benefits except those mandated by law.

120.7 Probationary Employment: Any person employed on a full-time or regular part-time basis by the Town shall be employed on a probationary status for a period of six (6) months, except as otherwise provided by State law or contract. The conduct and work performance of employees on probation will be subject to review and evaluation during the six months, and they may be removed or demoted at any time during the probationary period. Such removals or demotions will not be subject to review or appeal. Accrued benefits shall not be paid until the employee has completed the probationary period.

120.8 Job-Share: The Town Manager may from time to time consider allowing employees to share a job. The arrangement must be in the best interests of the Town.

120.9 Exempt Employee

An employee whose duty position has been determined to be “exempt” under the guidelines of the federal Fair Labor Standards Act (FLSA) shall be paid on a salary basis and is not eligible to receive overtime. Exempt employees also do not normally earn compensatory time; see Section 211 Compensatory Time for further information.

120.10 Non-Exempt Employee

An employee whose duty position has been determined to be “non-exempt” under the guidelines of the Fair Labor Standards Act (FLSA) which is federal labor law; a non-exempt employee shall be paid on an hourly rate basis and shall be paid overtime (time and one-half) after 40 hours have been worked; see Section 210 Overtime and Section 211 Compensatory Time for further information.

121 Employee Assistance Program

The Town offers its regular employees, at no cost to the employees, an Employee Assistance Program (EAP), which provides confidential assistance by certified counselors for help in addressing a wide range of problems including depression, anxiety, alcoholism, drug abuse, marriage and family problems, and financial problems. The plan provides for free initial sessions for an assessment of the problem and a treatment plan, which may include free or low-cost, on-going counseling. For more information, contact the Town Manager.

122 Physical Exam / Drug & Alcohol Testing

After a conditional offer of employment is made, the prospective employee may be required to complete a pre-employment physical exam and/or a drug or alcohol test to the extent permitted by law. Holders of CDL licenses may also be subject to random drug and/or alcohol testing per federal and state regulations. A background check may also be required.

123 Use of Town Property / Business Activity

Employees must not, directly or indirectly, use or allow the use of Town property for other than official activities. Town telephones may be used for personal business only with a Department Head’s permission. The Department Head may restrict personal cell phone usage during working hours. No employee shall engage in any activity or business other than his or her regular duties during work hours; these prohibitions exclude approved break periods.

124 Internet Use Policy

The town has an adopted Internet Use Policy, which the Town Manager or his or her designee shall

provide to all employees within 14 days of employment. All employees shall be required to read the policy and sign a document indicating their full understanding of the intentions of the policy.

125 Smoking Policy

Employees may not smoke or use other tobacco products in any Town-owned vehicles in which a member of the public may travel from time to time, nor in Town buildings. Employees may use tobacco products in their own cars or in designated smoking areas while on Town business.

126 Receipt of Gifts

A town employee is prohibited from soliciting or accepting any gift, gratuity, favor, entertainment, loans, or any other item of monetary value from any person outside or within Town employment whose interests may be affected by the employee's performance or nonperformance of his/her official duties.

Acceptance of nominal gifts, such as food and refreshments in the ordinary course of business meetings, or unsolicited advertising or promotional materials such as hats, pens, note pads, calendars, etc., is permitted.

127 Scheduling

Due to the variations in the services offered by the Town, hours per work week may vary among the departments. With the exception of Public Safety Employees, the regular work week for payroll purposes begins on Sunday at 12:01 a.m. and ends at midnight on Saturday. Non-Public Safety employees are expected to work their assigned work week hours. The Town Manager reserves the right to adjust the hours of work. It is understood, that within reason, salaried employees shall accomplish the work assigned to the position regardless of the hours required to do the work.

Full-time Public Safety employees will have a base work week of forty two (42) hours. The regular work week for Public Safety employees will begin at 6:01 A.M. on Sunday and end at 5:59 A.M. the following Sunday.

Flex-time scheduling, requested by the Department Head, may be made available to employees with the approval of the Town Manager.

127.1 Snow Emergency: In the event a snow emergency has been declared by the Town Manager or his or her designee, Administrative, Recreation, Code Enforcement, Sanitation, Library and Clerical staff will be dismissed for the day with pay. Those who may not leave are: Deputy Sheriff's officers, Public Works' equipment operators, and Fire Rescue staff.

128 Confidentiality

Many town employees have access to confidential information pertaining to persons or property in the town. Employees must not use this privileged information to their private advantage or to the advantage of friends or acquaintances. Each employee is charged with the responsibility of directing all requests for information, as described under the "Right to Know" law, MRSA Title I Sections 401-410, to the town's Public Access Officer for processing.

All employees will be required to read and sign a Confidentiality acknowledgement.

SECTION 2 WAGE POLICY

201 Wage Scale

The Town Manager with the approval of the Board of Selectpersons shall develop and maintain a wage scale that addresses the compensation minimum, median and maximum for each position within the Town's employment.

202 Annual Wage Scale Adjustment

Effective July 1st of each year the wage scale shall be adjusted annually to reflect changes in the Consumer Price Index (CPI), which shall be determined annually by the Board of Selectpersons, unless the Board of Selectpersons either upon its own initiative or upon recommendation of the Town Manager, votes to suspend or modify this adjustment for a particular year.

203 Starting Salaries

The starting salaries of new employees shall be set within the limits established by the appropriate wage scale. The Town Manager may place new employees above the lower end of the wage scale when he or she determines that experience, training, and market forces make it necessary in order to attract and retain good employees.

204 Performance Bonus

Annually, permanent full-time employees may be eligible for a Performance Bonus with the first day of the first pay period of the new fiscal year. The Performance Bonus Program will be authorized annually by the Board of Selectpersons based on available funding. Funds will be authorized for the program by the Board of Selectpersons and will be distributed to Department Heads by the Town Manager.

The bonuses are a onetime payment and are earned through the annual performance evaluation conducted by each employee's Department Head.

205 Compensation for Increases in Responsibility

In circumstances where an employee's responsibilities change substantially, the Town Manager may, upon recommendation of the appropriate Department Head, grant movements within the wage scale in recognition to the increase in responsibility. The change in responsibility must be extraordinary such as beginning to supervise employees when supervision was previously not required, and cannot be part of the natural evolution every position goes through as demands, expectations and technology change.

206 Pay for Acting Department Head and Town Manager

206.1 Acting Department Head Pay

Employees may, from time to time, be appointed by their Department Head as an Acting Department Head (Acting Chief, Acting Town Clerk, Acting Recreation Director, Acting Public Works Director, etc.). An employee is expected to temporarily fill a department manager's position for up to two weeks without additional remuneration. In the event that an employee is appointed to serve in the

full capacity of their Department Head for more than two weeks, the employee shall be entitled to a level of pay at mid-point between their current level of pay and that of the department director for the period that they serve in that increased capacity.

206.2 Acting Town Manager's Pay

Employees may, from time to time, be appointed by the Selectpersons as Acting Town Manager. An employee is expected to temporarily fill the Town Manager's position for up to two weeks without additional remuneration. In the event that an employee is appointed to serve in the full capacity of the Town Manager for more than two weeks, the employee shall be entitled to a level of pay ranging from the mid-point between their current level of pay and that of the Town Manager, up to, but not to exceed the full pay of the Town Manager for the period that they serve in that increased capacity.

207 Performance Evaluations

Each Department Head shall annually evaluate each regular full-time and regular part-time employee within his/her department to determine if the employee is performing his/her job satisfactorily. The performance evaluation shall also be used to establish a work plan for the coming year. The employee shall be given a copy of the performance appraisal form in advance of his/her meeting with the Department Head. The performance evaluation shall be discussed in detail with the employee and the employee shall be given an opportunity to participate fully in the performance evaluation, including the development of the work plan. A copy of the completed performance appraisal form shall be placed in the employee's personnel file. Failure of the Department Head to complete an annual performance appraisal for each employee may result in disciplinary action. Annual performance evaluations shall take place in the month of June.

208 Town Manager's Responsibility

It will be the responsibility of the Town Manager or his/her designee to design the performance evaluation forms and distribute the forms to the Department Heads. It will also be the Town Manager's or his/her designee's responsibility to complete annual performance evaluations of employees under the Town Manager's direct supervision. Employees may be requested to do a self-evaluation with annual goals.

209 Performance Appraisals

The purpose of the annual performance evaluation is to bring about good employee performance by identifying an employee's strengths, identifying areas in which the employee's performance is not satisfactory or needs to be improved, and generally providing the employee with feedback on his or her performance. In addition, the performance evaluation will be used as a tool to communicate performance goals set by management and to make certain that the employee's work plan accomplishes these goals.

The completed performance evaluation also directly forms the basis for Performance bonuses, and is also used as a criterion when considering promotions, disciplinary actions, rewards, training programs, or any other related personnel action.

210 Overtime

In an emergency or extenuating circumstances as defined by the Town Manager, Department Head, or

appropriate designee, overtime work may be assigned in order to meet operational requirements. Employees may choose between paid overtime and compensatory time.

~~Employees~~ Non-public safety personnel choosing paid overtime shall be paid at one and one half (1½) times their ~~straight~~ straight-time hourly rate for hours worked beyond forty (40) ~~for non-public safety personnel~~. Full-time ~~public safety personnel~~ firefighters have a base work week of forty-two (42) hours and will be paid overtime after ~~forty~~ forty-eight (48) hours have been worked. Paid on-call public safety personnel ~~have a base work week of forty-eight (48) hours and~~ will be paid overtime in compliance with section 207(k) of the FLSA which states fire protection personnel are due overtime after fifty three (53) hours are worked in a seven day period.

~~Wages paid to full-time employees will be limited to the employees' normal work week and shall not be increased by utilization of other benefit time off, including vacation time, personal time, sick time, compensated time, bereavement, jury duty and emergency staff dismissals. Holiday time is the only exception. For the purpose of computing overtime, all~~ Holiday leave shall be counted toward ~~Overtime~~ overtime pay for non-public safety personnel. If ~~a non-public safety~~ an eligible employee is required to work on a scheduled holiday, time shall be paid at a rate of ~~two~~ one and one-half (1½) times ~~(2x)~~ their ~~straight-time~~ hourly rate for all hours worked in addition to their holiday pay, provided they have already reached regularly scheduled hours of forty (40) hours, and are required to continue working an uninterrupted normal work week. If an eligible employee works on either Thanksgiving or Christmas Day (the actual calendar holiday versus an observance day), they shall be paid at a rate of two (2) times their straight-time hourly rate for all hours worked in addition to their holiday pay. ~~Full-time public safety personnel will be paid at their straight pay rate based on twelve (12) hour work day regardless of whether they have worked the day or not.~~

~~Example of Overtime Pay: Nonpublic safety employees are scheduled to work a normal week of 40 hours: If they submitted on the payroll sheet for an eight (8) hour day of sick time and thirty five (35) hours of worked hours totaling forty three (43) hours, they would be paid thirty five (35) regular hours worked and five (5) hours of sick time (totaling forty (40) hours). The remaining three (3) hours of sick time submitted on the payroll sheet would not be debited against their accrued sick time. Public safety employees scheduled to work a normal week of forty two (42) hours: if they submitted on the payroll sheet for a twelve (12) hour day of sick time and thirty six (36) hours of worked hours (totaling forty eight (48) hours) they would be paid for their thirty six (36) worked hours and six (6) hours of sick time (totaling forty two (42) hours). The remaining six (6) hours of sick time that was submitted on the payroll sheet would not be debited against their accrued sick time. Employees will not be paid more than their normal hours unless they physically worked more than their normal hours for that week, except in the case of paid holidays.~~

The Town Manager is granted full authority over establishing and changing employees' schedules, work hours and overtime.

211 Compensatory Time

Non-exempt employees choosing paid compensatory time off shall earn such time at the rate of one and one half (1½) hours off for each hour worked. Use of said Compensatory compensatory time requires advance approval by the employee's Department Head, and may be denied if such time off would be significantly detrimental to departmental functioning. No employee may accumulate more than forty (40) hours of compensatory time at any time. Public Safety employees shall accumulate no more than forty-eight (48) hours. Compensatory time may be carried from year to year.

Exempt employees do not normally earn compensatory time. Exempt employees work based on their job requirements, not the number of hours they put in. They may need to work nights, weekends

or whatever the job entails over forty (40) hours aper week without ~~getting paid extra for this~~ receiving extra compensation.

Any exempt employee who works significant extra hours, may from time to time take time off during the normal business day with the approval of the Town Manager. Hours taken off in this manner are not taken hour for hour for time worked. ~~At the discretion of the Town Manager or his/her designee, additional earned time may be granted to exempt employees for special circumstances on an individual basis. This time must be requested and authorized in writing prior to use, and documented with the Payroll Clerk. In no event shall exempt employees accrue nor carry more than forty (40) hours of compensatory time (as above).~~

All earned compensatory time shall be paid to the non-exempt employee upon separation from service. Payment shall be made at the non-exempt employee's regular rate of pay as of the date of separation.

SECTION 3 EMPLOYEE BENEFITS

301 Life Insurance

The Town shall select a carrier to provide life insurance coverage for full-time employees the town classifies as eligible employees for this life insurance benefit. Life insurance shall be in the amount of 100% of the employee's annual base salary at no cost to the employee.

The Town may also offer other life insurance policies, which shall be optional and shall be at the employees' expense.

302 Health Insurance

The Town shall provide health insurance to all employees classified by the town as eligible for this health insurance benefit. The Town shall possess the authority and discretion to select and change insurance carriers from time to time to provide health insurance benefits and the authority to add to, modify, or withdraw the following benefits.

Presently, the Town provides health insurance through a qualified health insurance provider. The Town currently pays 85% of the monthly premium and the employee must pay 15% of the monthly premium by means of payroll deduction for family, dependent, domestic partner or single coverage depending on the circumstances of the individual employee.

Should an employee be eligible and opt not to participate in the health benefit the Town will provide a payment to the employee in lieu of health insurance. Effective July 1, 2008 the rate will be \$2,400 per year, which will be reviewed on an annual basis. It will be paid weekly as part of normal payroll to satisfy IRS requirements. Employees must show proof of comparable insurance to qualify.

303 Income Protection, Vision Care Plan, and Dental Insurance

The Town offers to all full-time employees the opportunity to participate in an Income Protection Plan, Vision Care Plan, and/or Dental Insurance Plan through qualified insurance carriers at their own expense.

304 Retirement Program

The Town offers to all full-time employees the opportunity to participate in the ICMA RC/Nationwide (457) Deferred Compensation Retirement Programs or Maine Public Employees Retirement System (MPERS), as described below. The Town of Poland will only contribute to one retirement plan, and each plan requires that the employee contribute from their own pay.

ICMA RC (457)/Nationwide (457): All full-time employees, not subject to a collective bargaining agreement (should one arise), may request that the Town contribute four percent (4.0%) of annualized income to the ICMA Retirement Corporation or Nationwide 457 Fund Deferred Compensation Program on their behalf. A minimum employee contribution of four percent (4.0%) is required to receive the maximum employer match of four percent (4.0%). The maximum employee contribution to ICMA-RC/Nationwide is in accordance with the IRS maximum. Employee overtime is exempt from employer matching funds.

MPERS (Maine Public Employees Retirement System): All full-time employees, not subject to a collective bargaining agreement (should one arise), may request that the Town contribute the required employer match for Plan 1N (public safety personnel) or Plan AN for any other personnel. The Town has in place a 218 Agreement which allows retiring employees to also receive Social Security benefits under Plan AN. Employee overtime is not exempt from employer matching funds. Details of the Town's alternative retirement benefits are available through the Finance Office.

305 Social Security

All employees with the exception of full-time Firefighters and Rescue personnel are mandated to participate in the Social Security System.

306 Academic Reimbursement

In order to encourage the professional development of full-time employees the Town agrees to reimburse the cost of college courses and other optional training and education subject to the following restrictions:

- Employees who have completed their initial probationary period are entitled to request in writing, reimbursement for tuition for educational courses either for on-site college or university credit or non-credit courses from an accredited institution.
- The appropriate Department Head and Town Manager must approve all requests in writing in advance of commencement of the course. Approval may be subject to budget restrictions, the need for courses, and balance of funds used among all employees.
- All training and educational courses must be consistent with the employee's job description, duties and responsibilities and when possible should be taken during non-working hours.
- The Town may reimburse the cost of tuition, which shall not exceed the tuition rate charged by the University of Southern Maine for an undergraduate course. If the employee does not achieve a grade of B or better or does not complete the course he/she may not be reimbursed by the Town in full for all tuition, fees and book costs. In non-graded training, the employee must receive proof of satisfactory completion and still be in the employment of the Town.

- Under special or unique circumstances, the Town Manager may authorize some or all of advance payment for approved courses, when such advanced payment will facilitate the training and is in the best interest of the town.

307 Travel Expenses and Clothing Allowance

307.1 Expenses: Reimbursement for expenses incurred in the conduct of official Town business is subject to approval by the Town Manager. Payment will be processed upon submission of receipts verifying allowable expenses.

307.2 Travel - Personal Vehicles: When utilizing personal vehicles for approved ~~business related~~business-related travel, an eligible employee shall be reimbursed at the official Internal Revenue Service ~~rate~~rate. Employees requesting payment under this sub-section must submit the required information on the prescribed form. Travel other than routine travel in the ordinary course of the employee's job, must be approved in advance by the Town Manager. Normal home to work travel is not compensable. When traveling on approved business matters, conferences and meetings, employees may, upon prior approval of the Town Manager, receive actual reimbursement for reasonable costs incurred.

307.3 Uniform Requirements – Employees may be required to wear a department-specific uniform as part of their work expectations, and in that event, the Town shall provide said uniforms at no expense to the employee.

308 Holidays & Personal Days – NOTE: This section ONLY applies to the employees of the Town of Poland in direct relation to town services.

Eligible employees shall receive the following eleven (11) paid holidays, plus two (2) Personal Days:

New Year's Day
Martin Luther King Day
Presidents' Day
Memorial Day
Independence Day
Labor Day
Veterans' Day
Thanksgiving Day
Day After Thanksgiving (substitute Patriot's Day)
Christmas Eve (substitute Columbus Day)
Christmas Day
Two (2) Personal Days (accrued on the employee's Anniversary Date)

Employees shall be entitled to paid holidays as they occur, immediately after appointment. Holiday pay shall not be given to any employee if he or she is on a leave of absence without pay, suspension, or any other non-pay status on the date the holiday falls.

When a holiday falls on a weekend, the Town shall observe the holiday on the same date as State of Maine employees.

[Holiday pay for full-time firefighters will be paid at their straight pay rate based on a twelve \(12\) hour workday regardless of whether they have worked the day or not.](#)

Regular part-time employees are entitled to Holiday Pay in a pro-rated amount depending upon their regularly scheduled hours. Should the Holiday fall on a day on which they are not scheduled to work, they will receive no Holiday Pay. Regular part-time employees are not entitled to the accumulation or use of Personal Days.

308.1 Use and Accrual of Personal Day(s): All full-time employees are eligible for personal leave during the course of a twelve (12) month period. Personal day(s) will be accrued on the anniversary date of each employee. Personal day(s) do not carry over from year to year. As well, personal day(s) will not be paid out upon separation from the Town as a full-time employee. Regular, temporary part-time and seasonal employees do not qualify for personal day(s). Full-time employees will receive two (2) eight (8) hour personal days and full-time firefighters will receive two (2) twelve (12) hour days. ~~**Use of Personal Days:** All full-time employees that are regularly scheduled for eight (8) hour work days (this excludes seasonal schedules) are entitled to 16 hours of Personal Leave. Employees who have a regularly scheduled 12-hour work day are entitled to 24 hours of Personal Leave annually. Personal Days must be used within the same Anniversary Year as accrued. Section 309.8 of this policy applies to personal days. No Personal Days are paid upon separation.~~

309 Vacation Leave

309.1 Accrual for Full-Time Employees: Employees assigned to a (35-40) hour work week shall accrue vacation leave (weekly) in accordance with the following schedule except that the Town Manager may grant additional vacation time to new employees in order to attract and retain qualified and experienced staff:

- Start until completion of one (1) year 40 hours annually
- Upon completion of one (1) year 80 hours annually
- Upon completion of five (5) years 100 hours annually
- Upon completion of ten (10) years 120 hours annually
- Upon completion of fifteen (15) years 140 hours annually
- Upon completion of twenty (20) years 160 hours annually

* For eligible Fire-Rescue personnel, accumulations are based on their normal work week of 42 hours and shall be 42, 84, 105, 126, 147 and 168 hours based on their corresponding years of service.

309.2 * An employee may be hired with a greater than customary amount of annual leave benefits, but in such an event, they will only advance to the next level of additional annual leave upon completion of the stated years of service (per the chart above). **Rights to vacation leave shall not be earned by an employee during the following:**

- Leave of absence without pay (including absences covered by Workers' Compensation and Family Medical Leave Act)
- Suspension without Pay
- Active Military Duty
- Extended Jury Duty

309.3 Employment: No employee shall be eligible to take vacation leave with pay until he or she has completed at least six (6) months of continuous service with the Town. The Town Manager may make an exception should there be extenuating circumstances.

309.4 Options for Use of Accumulated Vacation: Employees may not carry over more than ~~one~~ two (2) times their maximum annual vacation time accrual (~~80-160~~ hours for an employee with two years of service, ~~160-320~~ hours for an employee with twenty-six years of service, etc.). Vacation time accrual will stop after an employee has accumulated two (2) times their annual vacation time. from one year to the next at their anniversary date. Only in circumstances, where in the Town Manager's opinion, the employee could not have reasonably taken vacation time in excess of their maximum accrual amount, or was in fact denied use of vacation time in excess of their maximum accrual amount, may be compensated at the employee's normal rate of pay not to exceed three days' vacation time.

309.5 Accrual for Regular Part-Time Employees: Regular part-time employees, as defined in Section II, shall accrue vacation on a prorated basis of the 40-hour work week. The total amount of accrued vacation leave that may be carried from one year to the next at their anniversary date shall not exceed forty (40) hours.

309.6 Conditions of Accrual and Use: Vacations are generally given at the convenience of the employee, ~~;~~ however, the needs of the employer must be considered as paramount. Department Heads shall grant vacations with consideration for the seniority of the employee. All requests for vacation shall be made in writing on a form approved by the Town Manager and submitted to the appropriate Department Head.

Vacation will be paid as straight-time. Vacation hours shall not be counted as hours worked and shall not count toward computation of overtime. Total hours paid may exceed the hours for a normal pay period when an employee uses vacation time.

309.7 Outstanding Vacation Leave: All earned outstanding vacation leave shall be paid to the employee upon separation from service. Payment shall be made at the employee's regular rate of pay as of the date of separation.

309.8 Use of Time Off Request: Requests for use of accrued time (vacation, prescheduled sick, personal or compensatory) must be submitted to the employee's immediate supervisor at least seven (7) business days before the scheduled requested time off. All approved requests must be attached to the employee's time card or time card summary when submitting to the Payroll Clerk.

310 Sick Leave

310.1 Accrual: Employees shall be eligible to accrue ninety-six (96) hours sick leave during each twelve (12) months of employment for non-service incurred illness or disability at the rate of eight hours per month. At the time of retirement or at the end of employment in good standing with the Town, employees will be paid for thirty- three percent (33%) of the value for ~~all-of~~ all their accumulated sick leave balance.

All employees may accrue a maximum of 480 hours of sick leave. Annually, on June 1st, those employees hired before December 31, 2016 will be paid for thirty-three percent (33%) of the value of sick leave balance in excess of 480 hours. Employees hired after December 31, 2016 will stop accruing sick leave at 480 hours with no excess payout.

310.2 In Event of Death: In the event of the death of an employee, unused accrued sick leave shall be paid to his/her designated beneficiary or estate upon his/her death at the same rate as indicated in 310.1.

310.3 Use of Sick TimeLeave: Sick ~~time~~leave may be used when the employee is unable to work due to illness or disability of the employee or when necessary to care for a member of an employee's family. An employee will be allowed to use sick leave for medical examinations or tests when said appointments are available during normal working hours. Sick time will be paid as straight-time. Sick time hours shall not be counted as hours worked and shall not count toward computation of overtime. Total hours paid may exceed the hours for a normal pay period when an employee uses sick time. Once an employee has exhausted all available sick ~~time~~leave, pay will terminate, or if available, they may use accrued ~~time~~leave in the Sick Leave Donation Program.

310.4 Medical Verification: At any ~~time~~time, the Town Manager or Department Head has the authority to ask the employee to provide verification of illness from a physician. Return to Work: An employee who has been absent from work due to injury may be required to provide return-to-work clearance in writing from a qualified medical professional. The Town also reserves the right to have the employee undergo a fit-for-duty examination by an occupational health provider at the Town's expense.

310.5 Employee Sick Leave Donation Program: The purpose of this program is to permit an employee to donate accrued sick leave to another employee in the event that an employee has exhausted all paid leave due to a serious medical hardship or catastrophic illness or injury that poses a threat to life and or requires inpatient, hospice or residential health care. It shall also be permitted if the employee's needs are the result of a serious medical hardship or catastrophic illness of an immediate family member that requires the employee to care for that family member.

This program is not intended to cover the experience of a normal pregnancy, a common illness, an illness or injury covered by an employer paid, long term disability policy or worker's compensation, or has incurred injury during the course of committing a felony. This policy is not intended to provide paid leave to any employee who has previously abused paid leave. Employees are ineligible to use this program during disciplinary suspensions.

Employees allowed to participate in this program must be eligible to accrue sick time, must have exhausted all forms of paid leave and must have passed their initial probationary period. Medical certification of the illness or injury must be provided to the Department Head and Town Manager. The Town Manager shall have final approval of all use of the Sick Leave Donation Program.

311 Workers' Compensation

The Town shall ~~select a carrier to~~ provide Workers' Compensation ~~coverage~~ benefits to all employees while in the service of the Town under the Workers' Compensation Act of 1992 and Occupational Disease Law, as amended.

312 Bereavement Leave

In the event of the death of a full-time or regular part-time employee's spouse, domestic partner, children, parents, siblings, brother/sister-in-law, parent-in-law, daughter-in-law, son-in-law, grandparents, grandchildren, stepparent, stepchild, or other persons residing in the same household

the employee may be granted a leave of absence with pay (pro-rated in the case of regular part-time employees), for the work days falling within the period between the time of death and the day after the funeral, not to exceed three (3) working days. Additional leave may be granted to an employee but shall not exceed seven (7) working days. Employees may elect to use accrued vacation, personal or compensatory time and / or time without pay.

313 Military Leave

Military leaves of absence, without pay, shall be granted to any employee called to active duty with the State or Federal forces for a temporary tour of duty, other than the routine annual training period. Military leave for routine annual training periods, not to exceed 15 days in any calendar year shall be granted. For any such period of routine annual training, the Town will pay the employee the difference between service pay and the employee's regular compensation. Earned vacation shall not be charged for such training period. Employees must submit their orders to be eligible for this benefit.

314 Jury Duty

Upon verification of service, employees selected for jury duty by any court shall be paid ~~straight~~ [straight](#)-time earnings less jury pay. Earned vacation shall not be charged for such service. If an employee is dismissed from jury duty, he or she must report to their Department Head within sixty (60) minutes of dismissal (if during his or her regular work day).

315 Domestic Violence Leave

The Town will grant reasonable and necessary leave from work, with or without pay, for an employee to:

- Prepare for and attend court proceedings;
- Receive medical treatment or attend to medical treatment for a victim who is the employee's daughter, son, parent or spouse, domestic partner; or
- Obtain necessary services to remedy a crisis caused by domestic violence, sexual assault or stalking.

The leave must be needed because the employee or the employee's daughter, son, parent, or spouse or domestic partner is a victim of violence, assault, sexual assaults under Title 17-A, sections 251 to 258, stalking, or any act that would support an order for protection under Title 19-A, sections 4001 to 4014. The Town will not punish or retaliate against an employee or deprive an employee of pay or benefits for requesting domestic violence leave.

The Town may require an employee to provide reasonable documentation of the family relationship, which may include a statement from the employee, a birth certificate, a court document or similar documents.

Leave may not be granted if:

- The Town would sustain undue hardship from the employee's absence;

- The request for leave is not communicated to the Town within a reasonable time under the circumstances; or
- The requested leave is impractical, unreasonable or unnecessary based on the facts then made known to the Town.

316 Personal Leave of Absence

Employees may, with the written approval of the Town Manager, be granted a personal leave of absence without compensation for a period of time not to exceed sixty (60) days when the Town Manager determines that the best interests of the Town are served by granting the leave. A leave of absence will not be granted for employment elsewhere, except when in the best interests of the Town. During such a leave, the employee shall not accrue any benefits; will be required to defray the entire cost of insurance premiums and will relinquish any claim to time in service that would have been earned during the length of the absence.

SECTION 4 DISCIPLINE AND GRIEVANCE

401 Discipline

Discipline may be initiated for any infraction based on the good of the Town as determined by the Town Manager or his or her designee, including Department Heads. Infractions which may be subject to disciplinary actions include, but are not limited to, the following:

- The employee has been convicted of a felony or of a misdemeanor involving moral turpitude or which is related to the Town or the employee's job.
- The employee has violated a Town and/or departmental policy and/or procedure, or failed to obey any proper direction made and given by a Department Head.
- The employee is offensive in conduct or language in public or towards fellow employees.
- The employee fails to satisfactorily perform the duties and responsibilities required and recognized in the job description.
- The employee is careless or negligent with the moneys or other properties of the Town.
- The employee exhibits recurring absenteeism and/or tardiness.

402 Customary Procedure

Discipline will normally be initiated in the following manner: *verbal warning; written warning; suspension; and termination*. However, depending on the nature of the offense, the Town Manager has the right to impose the discipline he/she considers warranted based upon the nature and gravity of the offense and is not under a duty to follow all the progressive steps of discipline in every case. The Town Manager shall be made aware of any action initiated as outlined in the disciplinary process sections of this policy.

403 Informal Procedure

Every effort shall be made to resolve a pending grievance through the informal process, with the Department Head prior to filing the formal written grievance.

Any employee having a problem regarding his or her employment shall first discuss the problem with his/her Department Head. If the problem is not settled to the employee's satisfaction, the employee has the right to present the pending grievance in accordance with the procedure outlined below.

404 Grievance Procedure

Each employee of the Town will be provided opportunity to understand and resolve matters affecting his/her employment that the employee believes have been carried out in violation of these policies. Employees may present their grievances without fear of reprisal.

1. The employee shall, within ten (10) working days of the date of the event which gave rise to the grievance, or within ten (10) working days of the date he/she could reasonably be expected to have knowledge of the event, present the grievance in writing to his/her Department Head. The Department Head shall, within ten (10) working days, meet and discuss the grievance with the employee and reply in writing within ten (10) working days.

2. In the event that the decision of the Department Head is not satisfactory to the employee, the employee may, within ten (10) working days of the Department Head's decision, request that the entire written record be advanced to the Town Manager for review with the Department Head. After meeting with the Town Manager, the Department Head will once again meet with the employee to render the final decision within ten (10) working days.

3. Department Heads shall file any and all grievances with the Town Manager in writing. Within ten days of receipt of such a grievance, the Town manager shall meet with the aggrieved Department to discuss their concerns. The decision of the Town Manager with regard to the grievance shall be rendered within ten (10) working days and shall be final.

SECTION 5 SEXUAL HARASSMENT, DRUG FREE WORKPLACE, FAMILY MEDICAL LEAVE AND HOSTILE WORK ENVIRONMENT POLICIES

501 Sexual Harassment Is Illegal Under State and Federal Law

It is illegal for any Town employee to sexually harass another employee and for any Department Head employee to permit any act of sexual harassment in the workplace by anyone, whether or not an employee.

501.1 Definition Under Maine Law: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

Submission to such conduct is made, either explicitly or implicitly, as a term or condition of an individual's employment;

Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or

Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

501.2 Description: The following type of conduct is considered to be sexual harassment and is not permitted. Physical assaults of a sexual nature such as:

- Rape, sexual battery, molestation or attempts to commit these assaults; and
- Intentional physical contact which is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another employee's body, or poking another employee's body.
- Unwanted sexual advances, propositions or other sexual comments, such as;
- Sexually-oriented gestures, noises, remarks, jokes or comments about a person's sexuality or sexual experiences directed at or made in the presence of any employee who indicates or has indicated in any way that such conduct in his or her presence is unwelcome;
- Preferential treatment or promise of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward;
- Subjecting, or threats of subjecting, an employee to unwelcome sexual attention or conduct or intentionally making performance of that employee's job more difficult because of that employee's sex;
- Sexual or discriminatory displays or publications anywhere in the Town by employees, such as;
- Displaying pictures, posters, calendars, graffiti, objects, promotional materials or other materials that are sexually suggestive, sexually demeaning, or pornographic, or bringing into the work environment or possessing any such material to read, display or view at work;
- A picture will be presumed to be sexually suggestive if it depicts a person of either sex who is not fully clothed or in clothes that are not suited to or ordinarily accepted for the accomplishment of routine work in and around the Town and who is posed for the obvious purpose of displaying or drawing attention to private portions of his or her body;
- Reading or otherwise publicizing in the work environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning or pornographic; and
- Displaying signs or other materials purporting to segregate an employee by sex in any area of the workplace (other than restrooms and similar semi-private lockers/changing rooms).

501.3 Internal Complaint Procedure: Any Town employee who believes he or she has been the subject of sexual harassment should report the incident or act immediately to his or her Department Head or to the Town Manager. All complaints will be promptly investigated. All information will be held in confidence and will be discussed only with those who have a need to know in order to either investigate or resolve the complaint. Any employee who is/has been determined to have engaged in sexual harassment will be promptly counseled or disciplined. Disciplinary measures may consist of a reprimand, suspension or termination depending upon the severity of the offense. Employees

who make false complaints in bad faith may be subject to disciplinary action, up to and including discharge.

501.4 Legal Recourse through the Maine Human Rights Commission: The Commission can be contacted at State House Station 51, Augusta, Maine 04333, telephone 624-6050. Any employee who believes he or she has been subjected to sexual harassment may call or write the Maine Human Rights Commission to register a complaint. Any complaint must be filed with the Commission within 180 days of the act of harassment. Once a signed charge form has been received by the Commission an investigation will be conducted and a determination will be made by the Commission of whether or not there are reasonable grounds to believe sexual harassment occurred. If the Commission determines that sexual harassment did occur, it will attempt to resolve the situation between you and your employer through informal means. If informal means of resolution are unsuccessful, the Commission counsel may file a civil action on your behalf in the Superior Court, seeking appropriate relief.

501.5 Maine Human Rights Act Protection Against Retaliation For Complaining About Sexual Harassment: Under the law, you may not be punished or penalized in any way for truthfully reporting, complaining about or filing a claim concerning sexual harassment in good faith, or for testifying in any proceeding brought by anyone else.

502 Drug Free Workplace:

To help ensure a safe, healthy and productive work environment for our employees and others, to protect Town property, and to ensure efficient operations, the Town has adopted a policy of maintaining a workplace free of drugs and alcohol. This policy applies to all employees and other individuals who perform work for the Town. The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale or distribution of controlled substances, drug paraphernalia or alcohol by an individual anywhere on Town premises, while on Town business (whether or not on Town premises) or while representing the Town, is strictly prohibited. Employees and other individuals who work for the Town also are prohibited from reporting to work or working while they are using or under the influence of alcohol or any controlled substances, except when the use is pursuant to a licensed medical practitioner's instructions and the licensed medical practitioner authorized the employee or individual to report to work. Violation of this policy will result in disciplinary action, up to and including discharge. The Town maintains a policy of non-discrimination and does not discriminate against individuals with a past history of illegal drug use, and those who have a medical history, which reflects treatment for substance abuse conditions. We encourage employees to seek assistance before their substance abuse or alcohol misuse renders them unable to perform the essential functions of their jobs, results in a violation of town policies, or jeopardizes the health and safety of any Town employee, including themselves.

503 Family Medical Leave

503.1 General: As provided by the 1993 Family and Medical Leave Act (FMLA), all eligible employees shall be entitled to take up to 12 weeks of unpaid, job-protected leave during any 12 month period for specified family and medical reasons.

503.2 Covered Family and Medical Reasons: An eligible employee shall be entitled to 12 weeks of unpaid leave during a 12-month period for one or more of the following reasons:

- * For the birth or care of the newborn child of the employee;

- For the placement with the employee of a son or daughter for adoption or foster care;
- To care for an immediate family member (spouse, domestic partner, child, or parent) with a serious health condition;
- To take medical leave when the employee is unable to work because of a serious health condition;
- A serious health condition, which shall be defined as an illness of a serious and long-term nature resulting in recurring or lengthy absences. Treatment of such an illness would occur in an inpatient situation at a hospital, hospice, or residential medical care facility, or would consist of continuing care provided by a licensed health care provider.

503.3 Employee Eligibility: An employee shall be entitled to family leave when he/she meets the following criteria:

- The employee has worked for at least 12 months for the Town. The twelve months need not have been consecutive.
- The employee has to have worked for the employer for at least 1,250 hours over the 12 months before the leave would begin.
- An employee who has worked less than 1,250 hours may be eligible for Family Medical Leave under Maine law, in which case the leave is limited to ten (10) weeks over a period of two years, and does not include employer-paid health insurance.

503.4 Calculation of Leave: Eligible employees can use up to 12 weeks of leave during any 12-month period. The Town will use a rolling 12-month period measured backward from the date an employee uses any FMLA leave. Each time an employee uses leave, the Town computes the amount of leave the employee has taken under this policy, subtracts it from the 12 weeks, and the balance remaining is the amount the employee is entitled to take at that time. For example, if an employee has taken 5 weeks of leave in the past 12 months, he or she could take an additional 7 weeks under this policy.

503.5 Maintenance of Benefits: An employee eligible under FMLA shall be entitled to maintain group health insurance coverage on the same basis as if he/she had continued to work for the Town. To maintain uninterrupted coverage, the employee will have to continue to pay his/her share of insurance premium payments. This payment shall be made either in person or by mail at the Town Office by the 21st day of each month. If the employee's payment is more than 30 days overdue, the Town will drop the coverage.

If the employee informs the Town that he/she does not intend to return to work at the end of the leave period, the Town's obligation to provide health benefits ends. If the employee chooses not to return to work for reasons other than a continued serious health condition, the Town will require the employee to reimburse the Town the amount the Town contributed towards the employee's health insurance during the leave period.

If the employee contributes to a life insurance or disability plan, the Town will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, the Town will request that the employee continue to make those payments, along with the health care payments. If the employee does not continue these payments, the Town will recover the payments at the end of the leave period, in a manner consistent with the law.

Vacation, sick leave and holidays will not accrue during the leave period consistent with the Town's benefits policy. However, the use of family or medical leave will not be considered a break in service when vesting or eligibility to participate in benefit programs is being determined.

503.6 Job Restoration: An employee who utilizes family or medical leave under this policy will be restored to the same job or a job with equivalent status, pay, benefits and other employment terms in accordance with the act.

503.7 Use of Paid and Unpaid Leave: If an employee has any accrued paid leave (e.g., sick leave, vacation) the employee shall use all available paid leave time, which shall be considered Family Medical Leave, first before taking additional unpaid Family Medical Leave. If the employee still meets the eligibility requirements under the FMLA, Vacation and sick time will not continue to accrue, however, insurance, and retirement benefits will continue during that time.

503.8 Procedure for Requesting Leave: All employees requesting leave under this policy must complete the Family / Medical leave form available from the Town Manager or his or her designee.

When an employee plans to take leave under this policy, the employee must give the town 30 ~~days~~ notice days' notice. If it is not possible to give 30 days' notice, the employee must give as much notice as is possible. An employee undergoing planned medical treatment is required to make a reasonable effort to schedule the treatment to minimize disruptions to the town's operations.

While on leave, employees will be requested to report, no less than bi-monthly to their Department Head regarding the status of the medical condition, and their intent to return to work.

503.9 Procedure for Notice and Certification of Serious Health Condition: On occasion, the Town may require the employee to provide notice of the need to utilize leave (where it is possible to know beforehand) and/or may require the employee to provide certification of an employee's or immediate family member's serious health condition by a qualified healthcare provider. The employee should try to respond to such a request within 10 days of the request, or provide a reasonable explanation for the delay.

Qualified health care providers include: doctors of medicine or osteopathy, podiatrists, dentists, clinical psychologists, optometrists, and chiropractors, nurse practitioners and nurse-midwives authorized to practice under State law and performing within the scope of their practice under State law.

When seeking certification of a serious medical condition, an employee should ensure that the certification form (Form WH-381) contains the following:

- Date when the condition began; expected duration; diagnosis; and a brief statement of treatment.
- If an employee is seeking medical leave for his/her own medical condition, certification should also include a statement that the employee is unable to perform the essential functions of the employee's position.
- For a seriously ill family member, the certification should include a statement that the patient requires assistance and that the employee's presence would be beneficial or desirable.

- If taking intermittent leave or working a reduced schedule, certification should include dates and duration of treatment and a statement of medical necessity for taking intermittent leave or working a reduced schedule.
- If deemed necessary, the Town may ask for a second opinion. The Town will pay for the employee to get a certification from a second doctor, which the Town will select. If there is a conflict between the original certification and the second opinion, the Town may require the opinion of a third doctor. The Town and the employee will jointly select the third doctor, and the Town will pay for the opinion. The third opinion will be considered final.

Section 504 Hostile Work Environment

In general, municipal employees are not required to remain in a hostile work environment. Employees who feel they are in a threatening situation, or a situation in which sexually explicit or foul language is being directed at them, or similar circumstances, should declare themselves to feel that it is becoming a hostile environment and request the offender to cease the offending behavior immediately. If the offender does not stop the hostile behavior, the employee is within their rights to remove themselves from the area, and immediately notify their Department Head of the circumstances and the decision to declare a hostile work environment.

Under no circumstances is an employee permitted to return the hostile behaviors to the offending party (push them, threaten, swear at them, etc.). Employees should tell the party that they are being overly hostile, and that the employee will be leaving if they do not stop. The employee should instruct the person as to whom their Department Head is, and ask them to take up the matter with the Department Head, and then politely leave the scene.

Amended this ~~17th~~3rd day of ~~October~~September, 201~~7~~9

Board of Selectpersons

~~Walter J. Gallagher~~Mary-Beth Taylor, ~~Vice~~ Chairperson
B. Moulton, Vice Chairperson

~~Stanley L. Tetenman~~Suzette

~~Janice A. Kimball~~Joseph F. Cimino
Robinson

~~Mary-Beth Taylor~~Stephen E.

~~James G. Walker, Jr.~~Stanley L. Tetenman

**POLAND BOARD OF SELECTPERSONS
MINUTES OF MEETING
JULY 16, 2019**

CALL TO ORDER/PLEDGE OF ALLEGIANCE – Chairperson Taylor called the meeting to order at 7:00 PM with Selectperson Suzette Moulton, Joseph Cimino, and Stanley Tetenman present. Selectperson Stephen Robinson was absent with notice.

APPOINTMENTS

Selectperson Moulton moved to appoint Heidi Gagnon and Lynn Connolly to the Scholarship Committee with a term to expire June 30, 2020. Selectperson Tetenman seconded the motion.

Discussion: None

Vote: 4-yes 0-no

MINUTES – Selectperson Tetenman moved to approve the meeting minutes from July 2, 2019. Selectperson Moulton seconded the motion. Discussion: None

Vote: 4-yes 0-no

RECOGNITION OF VISITORS – Jessica Fay, Legislature Representative, was present to speak about the increased Revenue Sharing that Municipalities will see in FY 20.

REPORTS

Town Manager Report

Financial Reports – Selectperson Tetenman moved to approve the financial reports for FY 19 as presented. Selectperson Cimino seconded the motion. Discussion: None

Vote: 4-yes 0-no

Selectperson Tetenman moved to approve the financial reports for FY 20 as presented.

Selectperson Moulton seconded the motion. Discussion: None

Vote: 4-yes 0-no

COMMUNICATIONS – None

OLD BUSINESS – None

NEW BUSINESS – **Trail Bridge RFP** – Selectperson Moulton moved to approve and distribute the trail bridge RFP as presented. Selectperson Tetenman seconded the motion. Discussion: None

Vote: 4-yes 0-no

Ambulance Write Offs – Selectperson Tetenman moved to send the Ambulance Fee Write offs to the Thomas Agency. Selectperson Moulton seconded the motion. Discussion: None

Vote: 3-yes 0-no (1 Abstain – Cimino)

Timber Harvesting Approval – Selectperson Moulton moved to allow Town Manager Matt Garside to continue working with our Town Forester to look at any timber harvesting that needs to be done on Town owned land. Selectperson Tetenman seconded the motion. Discussion: None

Vote: 4-yes 0-no

Water & Sewer Extension Report – There will be another meeting held on August 1st at 6 PM to discuss further.

County Budget Committee – Selectperson Tetenman moved to nominate Selectperson Cimino as a county budget committee member. Selectperson Moulton seconded the motion. Discussion: None
Vote: 3-yes 0-no (1 Abstain – Cimino)

PAYABLES – Motion by Selectperson Moulton to approve the FY 19 bills payable in the amount of \$66,332.36. Selectperson Tetenman seconded the motion. Discussion: None
Vote: 4-yes 0-no

Motion by Selectperson Tetenman to approve the FY 20 bills payable in the amount of \$925,573.86. Selectperson Moulton seconded the motion. Discussion: None
Vote: 4-yes 0-no

ANY OTHER BUSINESS – Consensus of the Board to hold the Town Manager annual review at the end of the August 6th meeting.

ADJOURN – Selectperson Moulton moved to adjourn. Selectperson Cimino seconded the motion. Discussion: None
Vote: 4-yes 0-no

Recorded by: Nikki M. Pratt

Board of Selectpersons

Mary-Beth Taylor, Chairperson

Suzette Moulton, Vice-Chairperson

Joseph Cimino

Stephen Robinson

Stanley Tetenman

**POLAND BOARD OF SELECTPERSONS
MINUTES OF MEETING
AUGUST 6, 2019**

CALL TO ORDER/PLEDGE OF ALLEGIANCE – Chairperson Taylor called the meeting to order at 7:00 PM with Selectperson Suzette Moulton, Joseph Cimino, Stephen Robinson and Stanley Tetenman present.

MINUTES – None

RECOGNITION OF VISITORS – Jessica Fay, Legislature Representative, was present to speak about the increased Revenue Sharing that Municipalities will see in FY 20.

REPORTS

Town Manager Report

Financial Reports – Selectperson Tetenman moved to approve the financial reports as presented. Selectperson Moulton seconded the motion. Discussion: None
Vote: 5-yes 0-no

COMMUNICATIONS – None

OLD BUSINESS – None

NEW BUSINESS – Planning Board Pay – Selectperson Tetenman moved to approve paying the voting Planning Board members \$25 at each of the meetings they attend on a quarterly basis. Selectperson Moulton seconded the motion. Discussion: None
Vote: 5-yes 0-no

Citizen Request – Lien Fee Reimbursement – Selectperson Moulton moved to reimburse Mr. Ray \$56.60 in lien fees. Selectperson Robinson seconded the motion. Discussion: None
Vote: 1-yes 4-no (Selectperson Cimino)

Charter Change Request Information - After speaking with our Town Attorney it was deemed that Revisions and Amendments should be looked at for the Charter. Consensus of the Board was to set a Charter Workshop date at the next meeting.

Set Public Hearing on Personnel Policy – Selectperson Robinson moved to set the Personnel Policy Public Hearing for August 20th at 7 PM. Selectperson Tetenman seconded the motion. Discussion: None
Vote: 5-yes 0-no

Solar RFP Results – Selectperson Tetenman moved to table until the August 20th meeting. Selectperson Moulton seconded the motion. Discussion: There was not enough time to fully review the solar bids before making a recommendation.
Vote: 5-yes 0-no

Tax Acquired Property Issue – Consensus of the Board was to offer Map 28 Lot 11B back to the original owner at this time.

Roll Over Container RFP – Selectperson Tetenman moved to approve and distribute the Roll Over Container RFP as presented. Selectperson Robinson seconded the motion. Discussion: None
Vote: 5-yes 0-no

PAYABLES – Motion by Selectperson Tetenman to approve the FY 19 bills payable in the amount of \$20,420.01. Selectperson Robinson seconded the motion. Discussion: None
Vote: 5-yes 0-no

Motion by Selectperson Tetenman to approve the FY 20 bills payable in the amount of \$329,640.42. Selectperson Robinson seconded the motion. Discussion: None
Vote: 5-yes 0-no

ANY OTHER BUSINESS – Consensus of the Board to hold the Town Manager annual review at the end of the August 6th meeting.

EXECUTIVE SESSION – Selectperson Tetenman moved that the Board of Selectpersons and Matthew Garside enter into executive session pursuant to Title 1 MRSA Chapter 13 Public Records and Proceedings, subsection 405 Executive Sessions, subsection 6(A) to discuss a personnel matter. Selectperson Robinson seconded the motion. Discussion: None
Vote: 5-yes 0-no

The Board returned to open session at 8:55 PM.

ADJOURN – Selectperson Tetenman moved to adjourn. Selectperson Cimino seconded the motion. Discussion: None
Vote: 5-yes 0-no

Recorded by: Nikki M. Pratt

Board of Selectpersons

Mary-Beth Taylor, Chairperson

Suzette Moulton, Vice-Chairperson

Joseph Cimino

Stephen Robinson

Stanley Tetenman

Town Manager Report 3 September

- Attended Excelsior Grange Community Service Night with Rep. Amy Arata. Poland Historical Society received an award.
 - Excelsior Grange is the oldest Grange in Maine.
- Attended Poland Historical Society event “Old Shaker Barn Artifact Display” at the Old Schoolhouse.
 - Various items on display including several coins: Spanish Real from the 1700’s and the first nationally minted coin in the United States from 1787.
- Met with Rep. Fay:
 - Briefed Rep. Fay on potential water and sewer projects under consideration. Discussed funding – State bond that may have provided funding was voted down at the recent legislative session.
 - Reviewed recycling. Lobbied to have waste to energy count as recycling.
 - LD 335. Bill would give municipalities 12% of marijuana retail sales tax. Will likely get a vote next spring.
- Attended Maine State Building open house.
- Attended Trail Committee meeting.

**TOWN OF POLAND,
MAINE**

Memo

To: Matt Garside, Town Manager
From: Debbie Fitzpatrick, Finance Director
Date: August 29, 2019
Re: Financial Statements for FY 2020

With 9 weeks behind us in fiscal 2020, revenues and expenditures should be approximately 17.31% collected or spent, respectively.

Taxes	Commitment	Collected YTD	% Collected YTD
Real Estate	\$9,776,221.93	\$114,371.03	1.17%
Personal Property	1,235,189.98	0.00	0.00%
Total	\$11,011,411.91	\$114,371.03	1.04%

Ambulance Fees	Runs Charged, Net of Contractual Obligations, Plus Adjustments YTD	Collected, Less Refunds YTD
Poland	-\$7,545.27	\$14,364.03
Mechanic Falls	0.00	0.00
Total	-\$7,545.27	\$14,364.03

General fund revenues to-date are artificially high, at 81.51% due to the fiscal 2020 tax commitment. Boat excise, code enforcement fees, solid waste revenues, and other fees for services have also grown above expected levels to-date. In addition, seasonal influences, 2019 tax lien assessment and the homestead exemption reimbursement from the State have contributed to the results. The negative ambulance run charges above reflect contractual charge-offs only, as run charges for July were not available for billing at the time of reporting. We

anticipate ambulance revenues to be at appropriate levels as we move into September. Please refer to the Bi-weekly Revenue Report in the Board packet for specific line-item details.

Likewise, expenditures continue to be under budget overall at 12.76%. However, some budgeted categories are over budget such as: beach maintenance, lake protection, social service agencies, law enforcement, dispatching, animal control, municipal insurance, and employee benefits, being affected by seasonal fluctuations, road construction and quarterly and/or annual contractual payment requirements. Please refer to the Bi-weekly Expense Report in the Board packet for line-item details.

BI-WEEKLY REVENUE REPORT

Fund: 10
September

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
100 - REVENUES FUND 10	14,202,076.75	0.00	11,576,145.79	2,625,930.96	81.51
4020 - CASH REPORTING SHORT-OVER	0.00	0.00	12.95	-12.95	----
4060 - CABLE TV FRANCHISE DISTRI	50,000.00	0.00	0.00	50,000.00	0.00
4070 - URBAN RURAL INITIATIVE (LRAP)	72,000.00	0.00	0.00	72,000.00	0.00
4100 - STATE PARK DISTRIBUTIONS	10,000.00	0.00	0.00	10,000.00	0.00
4110 - STATE REVENUE DISTRIBUTIO	379,632.00	0.00	62,642.75	316,989.25	16.50
4120 - STATE TREE GROWTH FEE DIS	11,700.00	0.00	0.00	11,700.00	0.00
4130 - BOAT EXCISE	13,900.00	0.00	2,616.00	11,284.00	18.82
4140 - MOTOR VEHICLE EXCISE	1,300,000.00	0.00	219,337.36	1,080,662.64	16.87
4150 - AMBULANCE SERVICE FEES	181,000.00	0.00	-7,545.27	188,545.27	-4.17
4151 - AMBULANCE MECHANIC FALLS	70,000.00	0.00	0.00	70,000.00	0.00
4155 - FIRE COPY REVENUE	0.00	0.00	48.00	-48.00	----
4160 - ANIMAL LICENSE FEES & FIN	2,500.00	0.00	61.00	2,439.00	2.44
4170 - BUSINESS REGISTRATION FEE	1,000.00	0.00	50.00	950.00	5.00
4175 - FEES CLERK	0.00	0.00	75.00	-75.00	----
4180 - CODE ENFORCEMENT FEES	45,000.00	0.00	13,379.55	31,620.45	29.73
4183 - MARIJUANA LICENSING FEES	0.00	0.00	10,000.00	-10,000.00	----
4190 - CUSTOMER SERVICE FEES	800.00	0.00	219.50	580.50	27.44
4200 - ELECTRICAL PERMIT FEES	2,500.00	0.00	393.15	2,106.85	15.73
4210 - INLAND FISHERIES AGENT FE	2,200.00	0.00	435.25	1,764.75	19.78
4220 - LIEN FEES	11,000.00	0.00	3,598.81	7,401.19	32.72
4230 - MOTOR VEHICLE FEES	19,500.00	0.00	3,724.00	15,776.00	19.10
4240 - PLUMBING PERMIT FEES	11,000.00	0.00	1,395.00	9,605.00	12.68
4250 - RETURN CHECK FEES	0.00	0.00	100.00	-100.00	----
4260 - SNOWMOBILE REGISTRATION F	2,500.00	0.00	0.00	2,500.00	0.00
4270 - SOLID WASTE SERVICE FEES	17,500.00	0.00	7,386.50	10,113.50	42.21
4280 - TOWN BUILDINGS RENTAL FEES	1,200.00	0.00	225.00	975.00	18.75
4285 - NON RESIDENT RECREATION FEES	1,200.00	0.00	0.00	1,200.00	0.00
4290 - VITAL STATISTICS	4,200.00	0.00	1,409.00	2,791.00	33.55
4295 - NON RESIDENT BEACH PERMITS	600.00	0.00	415.00	185.00	69.17
4300 - RSU16 Garage Bay Maintenance	5,228.00	0.00	0.00	5,228.00	0.00
4310 - GENERAL ASSIST REIMBURSEM	5,000.00	0.00	0.00	5,000.00	0.00
4320 - HOMESTEAD REIMBURSEMENT	300,187.04	0.00	232,143.00	68,044.04	77.33
4330 - VETERANS EXEMPT REIMBURSE	3,600.00	0.00	0.00	3,600.00	0.00
4340 - SOLID WASTE REVENUES	17,000.00	0.00	3,045.87	13,954.13	17.92
4370 - TAX COMMITMENT REVENUE	11,011,412.12	0.00	11,011,411.91	0.21	100.00
4390 - TAX PENALTY INTEREST	26,000.00	0.00	6,754.56	19,245.44	25.98
4500 - MISCELLANEOUS REVENUES	3,500.00	0.00	-12.97	3,512.97	-0.37
4510 - INVESTMENT INTEREST	13,000.00	0.00	2,824.87	10,175.13	21.73
4540 - BETE REIMBURSEMENT	499,867.59	0.00	0.00	499,867.59	0.00
4560 - TRANSFERS IN	92,350.00	0.00	0.00	92,350.00	0.00
5001 - CAMP CONNOR PAYBACK FROM REC	14,000.00	0.00	0.00	14,000.00	0.00
Final Totals	14,202,076.75	0.00	11,576,145.79	2,625,930.96	81.51

BI-WEEKLY EXPENSE REPORT

Fund: 10
September

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
110 - ADMINISTRATI	605,973.00	0.00	101,518.57	504,454.43	16.75
01 - ADMIN	437,018.00	0.00	80,611.47	356,406.53	18.45
05 - CONTRACTED	100,504.00	0.00	12,832.24	87,671.76	12.77
06 - BLDGS & GRND	55,420.00	0.00	6,392.32	49,027.68	11.53
07 - CABLE TV	13,031.00	0.00	1,682.54	11,348.46	12.91
120 - COMM SERVCS	317,063.00	0.00	34,893.08	282,169.92	11.01
01 - PLANNING&DEV	106,125.00	0.00	14,306.25	91,818.75	13.48
02 - RECREATION	78,643.00	0.00	12,680.03	65,962.97	16.12
03 - HEALTH OFFCR	2,145.00	0.00	250.00	1,895.00	11.66
04 - BEACH MAINT	5,588.00	0.00	2,181.80	3,406.20	39.04
05 - CONSERVATION	10,000.00	0.00	1,000.00	9,000.00	10.00
06 - GENL ASSIST	10,000.00	0.00	0.00	10,000.00	0.00
08 - SOC SERVC AG	4,000.00	0.00	4,000.00	0.00	100.00
09 - RICKER LIB	93,062.00	0.00	0.00	93,062.00	0.00
10 - BALL FIELD M	7,500.00	0.00	475.00	7,025.00	6.33
130 - PUB WORKS	829,612.00	0.00	128,638.07	700,973.93	15.51
01 - PUBLIC WORKS	580,450.00	0.00	86,799.87	493,650.13	14.95
02 - SOLID WASTE	249,162.00	0.00	41,838.20	207,323.80	16.79
140 - PUB SAFETY	1,125,789.00	0.00	198,669.74	927,119.26	17.65
01 - FIRE RESCUE	783,974.00	0.00	118,690.82	665,283.18	15.14
02 - LAW ENFORCEM	250,465.00	0.00	59,818.72	190,646.28	23.88
03 - DISPATCHING	43,900.00	0.00	12,419.46	31,480.54	28.29
04 - ANIMAL CTRL	10,350.00	0.00	3,310.00	7,040.00	31.98
05 - STREET LIGHT	17,400.00	0.00	1,159.90	16,240.10	6.67
06 - FIREHYDRANTS	14,700.00	0.00	2,437.50	12,262.50	16.58
07 - EMER MANGMT	5,000.00	0.00	833.34	4,166.66	16.67
150 - FINAN SERVCS	10,288,346.00	0.00	1,345,618.93	8,942,727.07	13.08
02 - DEBT	211,259.00	0.00	0.00	211,259.00	0.00
03 - MUN INSURANC	50,000.00	0.00	48,852.00	1,148.00	97.70
04 - EE BENEFITS	669,722.00	0.00	121,371.43	548,350.57	18.12
06 - CIP	788,206.00	0.00	0.00	788,206.00	0.00
07 - RSU 16	7,052,373.00	0.00	1,175,395.50	5,876,977.50	16.67
10 - TIF TO PS 1	721,509.00	0.00	0.00	721,509.00	0.00
11 - TIF TO VILLA	120,420.00	0.00	0.00	120,420.00	0.00
12 - TIF TO PS 2	674,857.00	0.00	0.00	674,857.00	0.00
160 - COUNTY TAX	870,136.00	0.00	0.00	870,136.00	0.00
01 - COUNTY TAX	870,136.00	0.00	0.00	870,136.00	0.00
170 - OVERLAY	165,157.75	0.00	2,500.00	162,657.75	1.51
01 - ABATEMENTS	165,157.75	0.00	2,500.00	162,657.75	1.51
Final Totals	14,202,076.75	0.00	1,811,838.39	12,390,238.36	12.76

BI-WEEKLY EXPENSE REPORT

Fund: 10
September

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
110 - ADMINISTRATI	605,973.00	0.00	101,518.57	504,454.43	16.75
01 - ADMIN	437,018.00	0.00	80,611.47	356,406.53	18.45
5100 - FT WAGES	315,116.00	0.00	57,845.38	257,270.62	18.36
5110 - OTHER WAGES	13,240.00	0.00	0.00	13,240.00	0.00
5120 - OT WAGES	1,000.00	0.00	13.28	986.72	1.33
5130 - ALLOWANCE	5,575.00	0.00	721.52	4,853.48	12.94
5140 - TRAINING	2,625.00	0.00	255.00	2,370.00	9.71
5200 - ELECTRICITY	10,750.00	0.00	1,494.18	9,255.82	13.90
5205 - PHONE	4,250.00	0.00	713.89	3,536.11	16.80
5215 - INTERNET	1,700.00	0.00	127.70	1,572.30	7.51
5220 - HEAT	17,800.00	0.00	0.00	17,800.00	0.00
5225 - WATER	2,000.00	0.00	281.16	1,718.84	14.06
5235 - POSTAGE	11,580.00	0.00	5,803.26	5,776.74	50.11
5320 - REG OF DEEDS	7,500.00	0.00	3,309.00	4,191.00	44.12
5330 - DUES/SUBSCR	17,809.00	0.00	9,834.32	7,974.68	55.22
5335 - ADVERTISING	1,350.00	0.00	0.00	1,350.00	0.00
5340 - PRINTING	7,205.00	0.00	0.00	7,205.00	0.00
5345 - BANK FEES	200.00	0.00	0.00	200.00	0.00
5350 - PROF SERVICE	1,250.00	0.00	0.00	1,250.00	0.00
5360 - SPECIAL EVEN	3,500.00	0.00	0.00	3,500.00	0.00
5400 - OFFICE SUPP	10,000.00	0.00	212.78	9,787.22	2.13
5415 - ELECTION SUP	2,568.00	0.00	0.00	2,568.00	0.00
05 - CONTRACTED	100,504.00	0.00	12,832.24	87,671.76	12.77
5160 - ASSESS AGENT	34,000.00	0.00	4,916.66	29,083.34	14.46
5245 - OFF EQP/FEES	37,004.00	0.00	2,022.58	34,981.42	5.47
5305 - AUDIT	14,500.00	0.00	5,000.00	9,500.00	34.48
5315 - LEGAL	15,000.00	0.00	893.00	14,107.00	5.95
06 - BLDGS & GRND	55,420.00	0.00	6,392.32	49,027.68	11.53
5100 - FT WAGES	32,920.00	0.00	5,340.34	27,579.66	16.22
5120 - OT WAGES	1,500.00	0.00	0.00	1,500.00	0.00
5130 - ALLOWANCE	1,000.00	0.00	123.17	876.83	12.32
5420 - GRNDS SUPP	20,000.00	0.00	928.81	19,071.19	4.64
07 - CABLE TV	13,031.00	0.00	1,682.54	11,348.46	12.91
5110 - OTHER WAGES	8,596.00	0.00	1,432.54	7,163.46	16.67
5245 - OFF EQP/FEES	1,000.00	0.00	0.00	1,000.00	0.00
5350 - PROF SERVICE	3,300.00	0.00	250.00	3,050.00	7.58
5400 - OFFICE SUPP	135.00	0.00	0.00	135.00	0.00
120 - COMM SERVC	317,063.00	0.00	34,893.08	282,169.92	11.01
01 - PLANNING&DEV	106,125.00	0.00	14,306.25	91,818.75	13.48
5100 - FT WAGES	83,225.00	0.00	13,646.93	69,578.07	16.40
5110 - OTHER WAGES	3,000.00	0.00	0.00	3,000.00	0.00
5130 - ALLOWANCE	5,000.00	0.00	293.01	4,706.99	5.86
5140 - TRAINING	1,000.00	0.00	0.00	1,000.00	0.00
5245 - OFF EQP/FEES	2,600.00	0.00	366.31	2,233.69	14.09
5325 - PLANNING	10,000.00	0.00	0.00	10,000.00	0.00
5330 - DUES/SUBSCR	1,300.00	0.00	0.00	1,300.00	0.00
02 - RECREATION	78,643.00	0.00	12,680.03	65,962.97	16.12
5100 - FT WAGES	63,071.00	0.00	10,230.86	52,840.14	16.22
5110 - OTHER WAGES	15,572.00	0.00	2,449.17	13,122.83	15.73
03 - HEALTH OFFCR	2,145.00	0.00	250.00	1,895.00	11.66
5110 - OTHER WAGES	1,325.00	0.00	250.00	1,075.00	18.87
5130 - ALLOWANCE	300.00	0.00	0.00	300.00	0.00

BI-WEEKLY EXPENSE REPORT

Fund: 10
September

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
120 - COMM SERVCES CONT'D					
5410 - EQUIP SUPP	520.00	0.00	0.00	520.00	0.00
04 - BEACH MAINT	5,588.00	0.00	2,181.80	3,406.20	39.04
5110 - OTHER WAGES	4,288.00	0.00	2,079.00	2,209.00	48.48
5210 - MAIN-REPAIRS	1,300.00	0.00	102.80	1,197.20	7.91
05 - CONSERVATION	10,000.00	0.00	1,000.00	9,000.00	10.00
5311 - LAKE PROTECT	3,000.00	0.00	1,000.00	2,000.00	33.33
5312 - PCC	2,000.00	0.00	0.00	2,000.00	0.00
5313 - CONS DAM REP	5,000.00	0.00	0.00	5,000.00	0.00
06 - GENL ASSIST	10,000.00	0.00	0.00	10,000.00	0.00
5350 - PROF SERVICE	10,000.00	0.00	0.00	10,000.00	0.00
08 - SOC SERVC AG	4,000.00	0.00	4,000.00	0.00	100.00
5530 - RED CROSS	1,000.00	0.00	1,000.00	0.00	100.00
5535 - COM CONCEPTS	3,000.00	0.00	3,000.00	0.00	100.00
09 - RICKER LIB	93,062.00	0.00	0.00	93,062.00	0.00
5350 - PROF SERVICE	93,062.00	0.00	0.00	93,062.00	0.00
10 - BALL FIELD M	7,500.00	0.00	475.00	7,025.00	6.33
5210 - MAIN-REPAIRS	7,500.00	0.00	475.00	7,025.00	6.33
130 - PUB WORKS	829,612.00	0.00	128,638.07	700,973.93	15.51
01 - PUBLIC WORKS	580,450.00	0.00	86,799.87	493,650.13	14.95
5100 - FT WAGES	268,167.00	0.00	43,031.16	225,135.84	16.05
5110 - OTHER WAGES	13,950.00	0.00	7,593.60	6,356.40	54.43
5120 - OT WAGES	2,013.00	0.00	262.18	1,750.82	13.02
5130 - ALLOWANCE	850.00	0.00	80.00	770.00	9.41
5140 - TRAINING	750.00	0.00	0.00	750.00	0.00
5200 - ELECTRICITY	6,650.00	0.00	657.63	5,992.37	9.89
5205 - PHONE	500.00	0.00	76.31	423.69	15.26
5210 - MAIN-REPAIRS	10,000.00	0.00	1,111.93	8,888.07	11.12
5215 - INTERNET	1,000.00	0.00	159.90	840.10	15.99
5220 - HEAT	5,750.00	0.00	0.00	5,750.00	0.00
5225 - WATER	400.00	0.00	58.68	341.32	14.67
5230 - VEHICLES	20,000.00	0.00	6,262.38	13,737.62	31.31
5240 - GAS/DIESEL	21,000.00	0.00	3,231.91	17,768.09	15.39
5350 - PROF SERVICE	750.00	0.00	0.00	750.00	0.00
5365 - PHYS/DRUG SC	1,500.00	0.00	0.00	1,500.00	0.00
5375 - RENTAL EQUIP	10,900.00	0.00	3,499.00	7,401.00	32.10
5380 - CATCHBS CLN	4,500.00	0.00	0.00	4,500.00	0.00
5390 - TREE CUTTING	2,500.00	0.00	0.00	2,500.00	0.00
5435 - PROT CLOTHIN	2,250.00	0.00	0.00	2,250.00	0.00
5445 - CULVERTS	8,000.00	0.00	0.00	8,000.00	0.00
5450 - EROSION MAT	6,000.00	0.00	2,955.15	3,044.85	49.25
5452 - ROAD STRIPIN	9,500.00	0.00	0.00	9,500.00	0.00
5455 - GRAVEL	15,000.00	0.00	13,153.22	1,846.78	87.69
5460 - SURF PATCH	9,000.00	0.00	2,722.25	6,277.75	30.25
5475 - SIGNS	3,500.00	0.00	912.46	2,587.54	26.07
5480 - TOOLS/PARTS	2,800.00	0.00	8.99	2,791.01	0.32
5485 - WELDING SUP	300.00	0.00	0.00	300.00	0.00
6110 - OTHR WGE SNO	2,460.00	0.00	0.00	2,460.00	0.00
6120 - OT WAGE SNOW	23,000.00	0.00	0.00	23,000.00	0.00
6230 - VEHICLES SNO	20,000.00	0.00	0.00	20,000.00	0.00
6240 - GAS/DSL SNOW	28,000.00	0.00	0.00	28,000.00	0.00
6375 - RENT EQ SNOW	1,800.00	0.00	0.00	1,800.00	0.00

BI-WEEKLY EXPENSE REPORT

Fund: 10
September

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
130 - PUB WORKS CONT'D					
6450 - EROS MAT SNO	600.00	0.00	0.00	600.00	0.00
6455 - GRAVEL SNOW	1,800.00	0.00	0.00	1,800.00	0.00
6460 - SURF PAT SNO	1,000.00	0.00	0.00	1,000.00	0.00
6465 - SALT SNO&ICE	55,000.00	0.00	0.00	55,000.00	0.00
6467 - SAND SNO&ICE	7,500.00	0.00	0.00	7,500.00	0.00
6470 - CUT EDGE SNO	10,000.00	0.00	1,023.12	8,976.88	10.23
6475 - SIGNS SNO&IC	660.00	0.00	0.00	660.00	0.00
6480 - TLS/PART SNO	700.00	0.00	0.00	700.00	0.00
6485 - WELD SUP SNO	400.00	0.00	0.00	400.00	0.00
02 - SOLID WASTE	249,162.00	0.00	41,838.20	207,323.80	16.79
5100 - FT WAGES	69,915.00	0.00	9,264.11	60,650.89	13.25
5110 - OTHER WAGES	28,944.00	0.00	5,337.00	23,607.00	18.44
5130 - ALLOWANCE	1,832.00	0.00	80.00	1,752.00	4.37
5140 - TRAINING	150.00	0.00	0.00	150.00	0.00
5200 - ELECTRICITY	3,450.00	0.00	545.23	2,904.77	15.80
5205 - PHONE	520.00	0.00	85.40	434.60	16.42
5210 - MAIN-REPAIRS	2,500.00	0.00	0.00	2,500.00	0.00
5220 - HEAT	550.00	0.00	0.00	550.00	0.00
5230 - VEHICLES	2,000.00	0.00	0.00	2,000.00	0.00
5240 - GAS/DIESEL	2,521.00	0.00	230.33	2,290.67	9.14
5270 - MSW TIPPING	91,922.00	0.00	12,543.13	79,378.87	13.65
5275 - RECY & PULL	26,690.00	0.00	6,664.11	20,025.89	24.97
5280 - TIRE DISPOS	2,088.00	0.00	0.00	2,088.00	0.00
5285 - BULK & GRIND	10,000.00	0.00	6,834.15	3,165.85	68.34
5290 - HHW DISP	3,420.00	0.00	183.75	3,236.25	5.37
5330 - DUES/SUBSCR	515.00	0.00	0.00	515.00	0.00
5365 - PHYS/DRUG SC	0.00	0.00	64.00	-64.00	----
5410 - EQUIP SUPP	575.00	0.00	0.00	575.00	0.00
5420 - GRNDS SUPP	1,365.00	0.00	6.99	1,358.01	0.51
5480 - TOOLS/PARTS	205.00	0.00	0.00	205.00	0.00
140 - PUB SAFETY					
	1,125,789.00	0.00	198,669.74	927,119.26	17.65
01 - FIRE RESCUE	783,974.00	0.00	118,690.82	665,283.18	15.14
5100 - FT WAGES	257,739.00	0.00	45,851.30	211,887.70	17.79
5110 - OTHER WAGES	300,175.00	0.00	35,755.70	264,419.30	11.91
5120 - OT WAGES	32,500.00	0.00	16,204.72	16,295.28	49.86
5130 - ALLOWANCE	4,500.00	0.00	80.00	4,420.00	1.78
5140 - TRAINING	9,000.00	0.00	901.51	8,098.49	10.02
5200 - ELECTRICITY	16,000.00	0.00	2,008.10	13,991.90	12.55
5205 - PHONE	5,500.00	0.00	557.07	4,942.93	10.13
5220 - HEAT	12,750.00	0.00	257.56	12,492.44	2.02
5225 - WATER	2,000.00	0.00	292.22	1,707.78	14.61
5230 - VEHICLES	17,000.00	0.00	675.69	16,324.31	3.97
5240 - GAS/DIESEL	10,800.00	0.00	817.26	9,982.74	7.57
5245 - OFF EQP/FEES	14,850.00	0.00	1,982.66	12,867.34	13.35
5330 - DUES/SUBSCR	3,700.00	0.00	1,700.00	2,000.00	45.95
5365 - PHYS/DRUG SC	3,500.00	0.00	410.00	3,090.00	11.71
5370 - WASTE DISPOS	1,000.00	0.00	0.00	1,000.00	0.00
5400 - OFFICE SUPP	5,000.00	0.00	46.47	4,953.53	0.93
5410 - EQUIP SUPP	18,000.00	0.00	2,642.91	15,357.09	14.68
5420 - GRNDS SUPP	16,785.00	0.00	3,810.75	12,974.25	22.70
5435 - PROT CLOTHIN	5,000.00	0.00	1,010.50	3,989.50	20.21
5440 - FIRE MED REI	22,175.00	0.00	1,149.12	21,025.88	5.18

BI-WEEKLY EXPENSE REPORT

Fund: 10
September

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
140 - PUB SAFETY CONT'D					
5487 - AMB. BILLING	0.00	0.00	100.00	-100.00	----
5488 - AMB. COLLECT	1,500.00	0.00	27.00	1,473.00	1.80
5490 - MEDICAL SUP	22,500.00	0.00	2,194.09	20,305.91	9.75
5495 - OSHA EQUIP	2,000.00	0.00	216.19	1,783.81	10.81
02 - LAW ENFORCEM	250,465.00	0.00	59,818.72	190,646.28	23.88
5205 - PHONE	450.00	0.00	78.36	371.64	17.41
5210 - MAIN-REPAIRS	500.00	0.00	150.00	350.00	30.00
5230 - VEHICLES	600.00	0.00	0.00	600.00	0.00
5240 - GAS/DIESEL	15,000.00	0.00	1,111.57	13,888.43	7.41
5350 - PROF SERVICE	233,915.00	0.00	58,478.79	175,436.21	25.00
03 - DISPATCHING	43,900.00	0.00	12,419.46	31,480.54	28.29
5350 - PROF SERVICE	43,900.00	0.00	12,419.46	31,480.54	28.29
04 - ANIMAL CTRL	10,350.00	0.00	3,310.00	7,040.00	31.98
5350 - PROF SERVICE	10,350.00	0.00	3,310.00	7,040.00	31.98
05 - STREET LIGHT	17,400.00	0.00	1,159.90	16,240.10	6.67
5350 - PROF SERVICE	17,400.00	0.00	1,159.90	16,240.10	6.67
06 - FIREHYDRANTS	14,700.00	0.00	2,437.50	12,262.50	16.58
5350 - PROF SERVICE	14,700.00	0.00	2,437.50	12,262.50	16.58
07 - EMER MANGMT	5,000.00	0.00	833.34	4,166.66	16.67
5110 - OTHER WAGES	5,000.00	0.00	833.34	4,166.66	16.67
150 - FINAN SERVCS	10,288,346.00	0.00	1,345,618.93	8,942,727.07	13.08
02 - DEBT	211,259.00	0.00	0.00	211,259.00	0.00
5720 - DEBT PWD GAR	79,230.00	0.00	0.00	79,230.00	0.00
5730 - FIRE STATION	132,029.00	0.00	0.00	132,029.00	0.00
03 - MUN INSURANC	50,000.00	0.00	48,852.00	1,148.00	97.70
5260 - FINAN OUTLAY	50,000.00	0.00	48,852.00	1,148.00	97.70
04 - EE BENEFITS	669,722.00	0.00	121,371.43	548,350.57	18.12
5810 - HEALTH INS	346,733.00	0.00	71,207.74	275,525.26	20.54
5815 - ICMA/MPRS	102,094.00	0.00	9,706.86	92,387.14	9.51
5820 - SOC SEC/FICA	125,496.00	0.00	26,389.10	99,106.90	21.03
5825 - WORKER'S COM	71,849.00	0.00	10,654.80	61,194.20	14.83
5830 - UNEMPLOY	15,000.00	0.00	1,941.40	13,058.60	12.94
5835 - SICK PAYOUT	6,750.00	0.00	0.00	6,750.00	0.00
5837 - VACA PAYOUT	0.00	0.00	239.53	-239.53	----
5840 - VOLUNT INS	1,500.00	0.00	1,232.00	268.00	82.13
5850 - EDUC INCENT	300.00	0.00	0.00	300.00	0.00
06 - CIP	788,206.00	0.00	0.00	788,206.00	0.00
5900 - TOWN ROADS	442,000.00	0.00	0.00	442,000.00	0.00
5910 - PW VEH RES	150,000.00	0.00	0.00	150,000.00	0.00
5915 - SW EQUIP	2,000.00	0.00	0.00	2,000.00	0.00
5920 - FIRE/RES VEH	140,000.00	0.00	0.00	140,000.00	0.00
5925 - POLICE VEH	27,206.00	0.00	0.00	27,206.00	0.00
5930 - MUNIC FAC	16,000.00	0.00	0.00	16,000.00	0.00
5955 - CODE ENFORC	10,000.00	0.00	0.00	10,000.00	0.00
5960 - CONSERVATION	1,000.00	0.00	0.00	1,000.00	0.00
07 - RSU 16	7,052,373.00	0.00	1,175,395.50	5,876,977.50	16.67
5260 - FINAN OUTLAY	7,052,373.00	0.00	1,175,395.50	5,876,977.50	16.67
10 - TIF TO PS 1	721,509.00	0.00	0.00	721,509.00	0.00
5260 - FINAN OUTLAY	721,509.00	0.00	0.00	721,509.00	0.00

BI-WEEKLY EXPENSE REPORT

Fund: 10
September

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
150 - FINAN SERVCS CONT'D					
11 - TIF TO VILLA	120,420.00	0.00	0.00	120,420.00	0.00
5260 - FINAN OUTLAY	120,420.00	0.00	0.00	120,420.00	0.00
12 - TIF TO PS 2	674,857.00	0.00	0.00	674,857.00	0.00
5260 - FINAN OUTLAY	674,857.00	0.00	0.00	674,857.00	0.00
160 - COUNTY TAX					
01 - COUNTY TAX	870,136.00	0.00	0.00	870,136.00	0.00
5260 - FINAN OUTLAY	870,136.00	0.00	0.00	870,136.00	0.00
170 - OVERLAY					
01 - ABATEMENTS	165,157.75	0.00	2,500.00	162,657.75	1.51
5260 - FINAN OUTLAY	165,157.75	0.00	2,500.00	162,657.75	1.51
Final Totals	14,202,076.75	0.00	1,811,838.39	12,390,238.36	12.76

BI-WEEKLY EXPENSE REPORT

Fund: 40
September

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
400 - PSB TIF 1	676,054.00	0.00	9,034.48	667,019.52	1.34
01 - PSB TIF I	676,054.00	0.00	9,034.48	667,019.52	1.34
5250 - DEBT SVC	326,602.00	0.00	0.00	326,602.00	0.00
5260 - FINAN OUTLAY	21,164.00	0.00	0.00	21,164.00	0.00
5265 - PSB 40% PYBK	200,188.00	0.00	0.00	200,188.00	0.00
5350 - PROF SERVICE	2,500.00	0.00	0.00	2,500.00	0.00
5410 - EQUIP SUPP	28,000.00	0.00	1,246.04	26,753.96	4.45
5620 - HYDRANT	28,500.00	0.00	0.00	28,500.00	0.00
5650 - CEDC	56,500.00	0.00	7,618.44	48,881.56	13.48
5670 - BLEEDERS	12,600.00	0.00	170.00	12,430.00	1.35
401 - PSB TIF 2	600,008.00	0.00	0.00	600,008.00	0.00
01 - PSB TIF 2	600,008.00	0.00	0.00	600,008.00	0.00
5200 - ELECTRICITY	480.00	0.00	0.00	480.00	0.00
5250 - DEBT SVC	272,198.00	0.00	0.00	272,198.00	0.00
5260 - FINAN OUTLAY	19,400.00	0.00	0.00	19,400.00	0.00
5265 - PSB 40% PYBK	265,430.00	0.00	0.00	265,430.00	0.00
5350 - PROF SERVICE	2,500.00	0.00	0.00	2,500.00	0.00
5640 - REC TRAILS	40,000.00	0.00	0.00	40,000.00	0.00
402 - DTV TIF	74,604.00	0.00	0.00	74,604.00	0.00
01 - DTV TIF	74,604.00	0.00	0.00	74,604.00	0.00
5250 - DEBT SVC	51,476.00	0.00	0.00	51,476.00	0.00
5260 - FINAN OUTLAY	3,528.00	0.00	0.00	3,528.00	0.00
5350 - PROF SERVICE	2,000.00	0.00	0.00	2,000.00	0.00
5410 - EQUIP SUPP	2,500.00	0.00	0.00	2,500.00	0.00
5630 - JTK 50% PYBK	15,100.00	0.00	0.00	15,100.00	0.00
Final Totals	1,350,666.00	0.00	9,034.48	1,341,631.52	0.67

RECREATION

September 2019

Account	Beginning Balance	Revenues	Expenses	Ending Balance
500 - RECREATION PROGRAMS				
4505 - OPERATING	945.80	4,782.53	328.19	5,400.14
4530 - SCHOLARSHIP DONATIONS	808.50	21.00	0.00	829.50
4531 - CAMPSHIP DONATIONS	11,538.00	0.00	11,538.00	0.00
6000 - ART CLASS	356.51	0.00	300.00	56.51
6010 - BASEBALL	2,348.16	521.91	465.39	2,404.68
6020 - BASKETBALL	1,672.29	0.00	0.00	1,672.29
6025 - CAMP CONNOR	7,132.85	0.00	2,475.45	4,657.40
6030 - CHEERING	6,539.57	685.00	662.00	6,562.57
6050 - DESTINATION IMAGINATION	133.83	0.00	117.00	16.83
6060 - DISCOUNT TICKETS	434.00	5,157.00	0.00	5,591.00
6070 - DRAMA	80.00	0.00	60.00	20.00
6075 - FIELD HOCKEY	1,258.59	235.00	0.00	1,493.59
6080 - FOOTBALL	10,694.96	2,100.00	8,664.86	4,130.10
6108 - LEGO LEAGUE	836.57	205.00	0.00	1,041.57
6113 - MUSIC CLASS	-34.35	0.00	0.00	-34.35
6115 - PICKLE BALL	455.00	101.00	556.00	0.00
6120 - SENIOR CLUB	1,191.08	890.00	572.50	1,508.58
6130 - SOCCER	9,278.62	4,713.51	3,916.98	10,075.15
6140 - SUMMER RECREATION	56,827.79	47,957.00	83,716.79	21,068.00
6145 - SWIMMING LESSONS	665.00	460.00	1,125.00	0.00
6150 - TABLE/CHAIR RENT	1,473.62	237.00	500.00	1,210.62
6170 - TRAILS	1,210.73	0.00	0.00	1,210.73
6180 - TUMBLING	1,068.13	0.00	900.00	168.13
6190 - VOLLEY BALL	82.53	0.00	82.53	0.00
Final Totals	116,997.78	68,065.95	115,980.69	69,083.04

BI-WEEKLY REVENUE REPORT

Fund: 70
September

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
700 - RICKER LIBRARY	166,452.00	0.00	17,450.84	149,001.16	10.48
4500 - MISCELLENEOUS REVENUES	175.00	0.00	40.00	135.00	22.86
4515 - AB RICKER TRUST DISTRIBUTION	15,265.00	0.00	3,476.17	11,788.83	22.77
4516 - JANE RICKER TRUST DISTRIBUTION	51,825.00	0.00	12,367.17	39,457.83	23.86
4530 - DONATIONS	500.00	0.00	285.40	214.60	57.08
4550 - FROM GF	93,062.00	0.00	0.00	93,062.00	0.00
5005 - NON RESIDENT REGISTRATION	300.00	0.00	105.00	195.00	35.00
5010 - DONATIONS DEDICATED	2,000.00	0.00	567.75	1,432.25	28.39
5015 - OVERDUES	1,300.00	0.00	186.70	1,113.30	14.36
5020 - PHOTOCOPIES	400.00	0.00	52.90	347.10	13.23
5025 - BOOK SALES	375.00	0.00	74.50	300.50	19.87
5030 - PRINTER	425.00	0.00	128.25	296.75	30.18
5035 - FAX	625.00	0.00	96.00	529.00	15.36
5040 - INTER LIBRARY LOAN	200.00	0.00	71.00	129.00	35.50
Final Totals	166,452.00	0.00	17,450.84	149,001.16	10.48

BI-WEEKLY EXPENSE REPORT

Fund: 70
September

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
700 - RICKER LIBRA	166,452.00	0.00	25,170.30	141,281.70	15.12
01 - RICKER LIBR.	166,452.00	0.00	25,170.30	141,281.70	15.12
5100 - FT WAGES	63,906.00	0.00	9,980.44	53,925.56	15.62
5110 - OTHER WAGES	27,539.00	0.00	5,468.10	22,070.90	19.86
5130 - ALLOWANCE	680.00	0.00	80.00	600.00	11.76
5140 - TRAINING	400.00	0.00	0.00	400.00	0.00
5200 - ELECTRICITY	4,150.00	0.00	756.93	3,393.07	18.24
5205 - PHONE	1,575.00	0.00	246.02	1,328.98	15.62
5210 - MAIN-REPAIRS	4,500.00	0.00	1,760.00	2,740.00	39.11
5215 - INTERNET	0.00	0.00	11.20	-11.20	----
5220 - HEAT	5,000.00	0.00	0.00	5,000.00	0.00
5225 - WATER	1,300.00	0.00	237.44	1,062.56	18.26
5235 - POSTAGE	1,000.00	0.00	0.00	1,000.00	0.00
5245 - OFF EQP/FEES	2,500.00	0.00	105.99	2,394.01	4.24
5255 - TECH MTC	3,285.00	0.00	174.00	3,111.00	5.30
5309 - MISC EXP	1,000.00	0.00	0.00	1,000.00	0.00
5330 - DUES/SUBSCR	2,095.00	0.00	0.00	2,095.00	0.00
5345 - BANK FEES	35.00	0.00	0.00	35.00	0.00
5360 - SPECIAL EVEN	250.00	0.00	0.00	250.00	0.00
5400 - OFFICE SUPP	2,200.00	0.00	315.94	1,884.06	14.36
5810 - HEALTH INS	10,815.00	0.00	2,372.96	8,442.04	21.94
5815 - ICMA/MPRS	2,662.00	0.00	0.00	2,662.00	0.00
5820 - SOC SEC/FICA	6,685.00	0.00	0.00	6,685.00	0.00
7100 - MAGAZINES	1,575.00	0.00	51.05	1,523.95	3.24
7105 - BOOKS	13,000.00	0.00	1,398.17	11,601.83	10.76
7110 - NEWSPAPERS	600.00	0.00	175.55	424.45	29.26
7115 - AUDIO BOOKS	3,000.00	0.00	610.36	2,389.64	20.35
7120 - EBOOKS	700.00	0.00	650.00	50.00	92.86
7125 - ADULT PROGR	2,000.00	0.00	136.35	1,863.65	6.82
7130 - CHILD PROGR	2,000.00	0.00	545.80	1,454.20	27.29
7135 - TEEN PROGR	2,000.00	0.00	94.00	1,906.00	4.70
Final Totals	166,452.00	0.00	25,170.30	141,281.70	15.12

Poland Conservation Commission								
	Date	Income	Expenditure	Project*	Operating Funds Balance	Conservation Reserve Fund	Overall Balance	Special Revenues
Opening Balance FY 2018-19					4,305.41	\$ 15,535.60	\$ 19,841.01	\$ 2,200.00
Town Appropriation	8/3/2018	11,000.00			15,305.41		30,841.01	
MEACC Dues	8/3/2018		150.00		15,155.41		30,691.01	
Donation - Norway Savings Bank	9/14/2018			WP	15,155.41		30,691.01	2,000.00
Davis Foundation Grant	11/19/2018			WP	15,155.41		30,691.01	10,000.00
MBP Consulting - Dam Inspection	12/18/2018			WP	15,155.41		30,691.01	(2,276.00)
Barry Morgan (reimbursement)	1/15/2019		50.00		15,105.41		30,641.01	
Donation - Nestle Waters	1/28/2019			WP	15,105.41		30,641.01	2,000.00
Baker Design Consultants	3/20/2019			WP	15,105.41		30,641.01	(3,791.36)
Donation - Lot #6 Hilt Hollow	4/24/2019	300.00		HH	15,405.41		30,941.01	
Davis Land Surveying, LLC	5/21/2019			WP	15,405.41		30,941.01	(1,261.08)
Donation - Lot #6 Hilt Hollow	5/31/2019	1,000.00		HH	16,405.41		31,941.01	
Donation - Lot #6 Hilt Hollow	6/3/2019	500.00		HH	16,905.41		32,441.01	
Opening Balance FY 2019-20					16,905.41	\$ 15,535.60	\$ 32,441.01	\$ 8,871.56
Donation - Lot #6 Hilt Hollow	7/10/2019	500.00		HH	17,405.41		32,941.01	
Donation - Lot #6 Hilt Hollow	7/24/2019	25.00	1.03	HH	17,429.38		32,964.98	
Donation - Lot #6 Hilt Hollow	8/10/2019	100.00	3.20	HH	17,526.18		33,061.78	
* CRF - Conservation Reserve Fund								
HOP - Heart of Poland								
WP - Waterhouse Brook Project								
HH - Lot #6 Hilt Hollow								

Memo

To: Select Board

From: Matthew Garside, Town Manager

cc: Nikki Pratt, Executive Assistant
Debbie Fitzpatrick, Finance Director
Tom Printup, Fire Rescue Chief

Date: August 30, 2019

Re: Poland Professional Firefighters Association, IAFF Local 5232

Our full time fire fighters have affiliated with the International Association of Fire Fighters and the Professional Fire Fighters of Maine and established a Poland Professional Firefighters Association, IAFF Local 5232.

The Director of the Professional Fire Fighters of Maine Organizing & Field Services Division has asked to meet with me to discuss next steps. I have consulted with our HR attorney and plan to meet with him. I will keep the Select Board informed going forward.

In the interest of full disclosure, my brother in law is President of the International Association of Fire Fighters, New Hampshire. I have made our HR attorney aware of this and she tells me that does not present a conflict of interest.

Memo

To: Board of Selectpersons
From: Nikki Pratt, Executive Assistant
CC: Matt Garside, Town Manager
Date: 8/30/2019
RE: Solar Energy RFP

Bids were opened on Thursday, August 1, 2019 at 11:00 AM with Town Manager Matt Garside and Executive Assistant Nikki Pratt present. We received one bid:

ReVision Energy – 6 yr buyout price of \$138,132

It is our recommendation that the Board award the bid to ReVision Energy

Memo

To: Board of Selectpersons
From: Nikki Pratt, Executive Assistant
CC: Matt Garside, Town Manager
Date: 8/30/2019
RE: Pedestrian Trail Bridge RFP Results

Bids were opened on Thursday, August 15, 2019 at 11:00 AM with Town Manager Matt Garside and Executive Assistant Nikki Pratt present. We received one bid:

Great Northern Docks \$2,152 per 10 ft section

It is our recommendation that we award this bid to Great Northern Docks.

Town of Poland

To: Select Board
From: Matthew Garside, Town Manager
cc: Nikki Pratt, Executive Assistant
Date: 30 August 2019
Re: Comprehensive Plan

In conjunction with AVCOG, I have developed a plan to update the Comprehensive Plan.

AVCOG believes that a Comprehensive Plan update would be ready for the 2021 Town Meeting.

I recommend:

- Approve the agreement with AVCOG to help update the Comprehensive Plan.
- Recruit and appoint members to the Comprehensive Planning Committee.

**AGREEMENT BETWEEN THE INHABITANTS
OF THE TOWN OF POLAND
AND
THE ANDROSCOGGIN VALLEY COUNCIL OF GOVERNMENTS**

The inhabitants of the Town of Poland hereafter identified as the Town, and the Androscoggin Valley Council of Governments, hereafter identified as the Contractor, enter into this agreement made as of this _____ day of _____, 2019. The Contractor hereby agrees to provide services for the timely and effective development of an update of the Town of Poland Comprehensive Plan.

1. Responsibilities of the Contractor

The Contractor shall provide professional services as follows:

- a. Serve as project consultant in the development of an update of the Comprehensive Plan for the Town pursuant to the Maine Comprehensive Planning and Land Use Regulations Act and in accordance with the Scope of Services set forth in Schedule A.
- b. Attend meetings of the Town's Comprehensive Plan Update Committee, as contained Schedule A.
- c. Prepare and submit to the Town summaries and plans as contained in Schedule A.
- d. Assist the Town to develop a response to comments received from the Municipal Planning and Assistance Program as the result of any review that they may conduct of the update.

2. Responsibilities of the Town

The Town shall:

- a. Establish a Comprehensive Plan Update Committee, appointed by the Selectmen, representing a broad cross-section of the community.
- b. Make available to the Contractor appropriate personnel and representatives (Code Enforcement Officer, Town Clerk, Selectmen, Planning Board, and Department Heads) to answer questions and provide information throughout the project.
- c. Make available to the Contractor relevant public data, maps, past studies and reports which may have been conducted by or participated in by the Town.
- d. Conduct meetings and public hearings, prepare notices and minutes of the Comprehensive Plan Update Committee meetings.

- e. Provide notices of all Comprehensive Plan Update Committee meetings to Committee members, press, and the Contractor.
- f. Post notices of all Comprehensive Plan Update Committee meetings as required in Title 30-A MRSA Sec. 4324.4.
- g. Provide copies of minutes of the Committee meeting to the Contractor.
- h. Provide the Contractor with local data as identified in Schedule A.
- i. Make arrangements, advertise and encourage participation of key individuals and attend public forums and hearings.
- j. Review and provide comments and input for the updating of Section I of the Comprehensive Plan and guidance on the preparation of the Future Land Use Map, which will be the responsibility of the Contractor, see Schedule A.

3. Work Products

- a. The Contractor shall provide computer-based maps at a scale of 1" = 2,000' from U.S.G.S. and Office of GIS data for display of the several maps to be prepared.
- b. The Contractor shall make available a planner to attend the relevant Comprehensive Plan Update Committee meetings, as outlined in Schedule A.
- c. The Contractor shall provide the town and Committee members with an electronic copy of draft and/or interim reports.
- d. The Contractor will provide one print ready copy and a digital copy of the draft and final Comprehensive Plan Update.

4. Work Outside the Scope of Services

If the Town requests the Contractor to perform work outside of the Scope of Services during the term of the agreement, the Town shall compensate the Contractor on an hourly fee based upon the Contractor's schedule.

5. Term and Scope of Agreement

- a. The term of this agreement shall be from _____ to _____. The term may be extended upon the mutual consent of the Town and the Contractor.
- b. The scope of services of this agreement may be amended by majority vote of the Comprehensive Plan Update Committee and approval of the Board of Selectmen.

- c. The agreement may be terminated by either party upon written notice submitted 30 days prior to the intended termination due. Within 10 days after the Town receives a final invoice from the Contractor following any such early termination, the Town shall pay the Contractor for services rendered to date by the Contractor or its subcontractors. Upon any termination of this Contract, the Contractor shall submit to the Town, within 10 days of that termination, all data, draft reports, reports and maps developed as of the date of termination.

6. Compensation and Method of Payment

- a. Services rendered by the Contractor during the term of this project shall be compensated by a total fee not to exceed \$14,000, plus mileage and printing.
- b. The contractor shall bill the Town for actual hours worked at the end of each month and the Town shall make payment within 30 days of receiving such bills or with in other time periods agreed to by the Contractor and Town.

7. Equal Employment Opportunity

During the performance of this Agreement, the Contractor agrees as follows:

- a. The contractor will not discriminate against any employee or applicant for employment relating to this Agreement because of race, color, religion, creed, sex, national origin, ancestry, age or physical handicap, unless related to a bona fide occupational qualification. The Contractor will take affirmative action to insure that applicants are employed and employees are treated during employment, without regard to their race, color, religion, sex, age or national origin. Such action shall include but not be limited to the following: employment, upgrading, demotions or transfers; recruitment or recruitment advertising; layoffs or termination; rates of pay or other forms of compensation; and selection for training including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
- b. The contractor will, in all solicitations or advertising for employees placed by or on behalf of the Contractor relating to this Agreement, state that all qualified applicants will receive consideration for employment, without regard to race, color, religion, creed, sex, sexual orientation, national origin, ancestry, age or physical handicap.
- c. The Contractor will cause the forgoing provisions to be inserted in any subcontracts for any work covered by this Agreement so that such provisions shall be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials. The Contractor, or any subcontractor holding a contract directly under the Contractor, to the maximum extent feasible, shall list all suitable employment openings with the Maine Employment Security Commission.

These provisions shall not apply to employment openings which the Contractor proposes to fill from within its own organization. Listing of such openings with the Employment Service Division of the Maine Employment Security Commission shall involve only the normal obligations which attend to such listings.

8. Other provisions

- a. The Contractor shall not assign in whole or in part any work under this Agreement without prior written permission from the Town.
- b. The Contractor is an independent Contractor and is responsible for all employees' income taxes, workman's compensation insurance and related employee benefits.
- c. The Contractor shall hold the Town harmless in the event of any accidents or injury incurred while involved in the performance of this Agreement unless the Town is negligent.

The parties of this Agreement have made and executed this Agreement as of the day and year first written above.

For the Town of Poland

For Androscoggin Valley COG

Date: _____

Date: _____

SCHEDULE A

Scope of Services

The Contractor proposes the following Scope of Services are necessary for the development of the Comprehensive Update for the Town of Poland. The Town has stated that it would like the Contractor to perform certain of the more technical duties; unless otherwise noted, the services below are proposed to be completed by the Contractor.

The Contractor proposes to undertake the scope of services for an amount not to exceed \$14,000 plus mileage. The Contractor will not charge the Town for the collecting transportation data as this is a grant-funded task.

1. Public Participation

- a. Attend up to six meetings of the Comprehensive Plan Update Committee, additional meetings would be charged at the hourly rate.
- b. Conduct one committee orientation session (included in the total meetings above).
- c. Assist the Comprehensive Plan Update Committee in final public participation program.
- d. **TOWN TASK:** Conduct a community vision session.
- e. **TOWN TASK:** Preparation of a community vision statement.

2. Pre Planning

- a. **TOWN TASK:** Committee to complete a Preliminary Analysis and Key Issues Report
- b. It is recommended that professional guidance be provided, therefore, AVCOG anticipates attending two of these meetings (included in the total of six meetings allocated).

3. Policies – **TOWN TO PREPARE**

- a. Assist the Committee in the development of plan policies.
- b. Prepare a report of plan policies.

4. Implementation Strategies – **TOWN TO PREPARE**

- a. Assist the committee in the development of implementation strategies.

- b. Assist in the development of a Capital Investment Plan based on information provided by the Town.

5. Inventory and Analysis

- a. Identify inventory tasks to be completed by the Town and provide methodology.
- b. Analyze population characteristics over the past 20 years and forecast year-round population to the year 2029.
- c. Forecast housing growth to 2029 and analyze the housing stock affordability based in part by information provided by the Town.
- e. Inventory and analyze transportation system based in part by information provided by the Town and data provided by the Maine Department of Transportation.
- f. Analyze the current capacity and required capacity for the year 2029 recreation facilities based in part by information provided by the Town.
- g. Analyze public facilities and services including current capacities and capacity to serve projected growth based on information provided by the Town.
- h. Inventory and analyze local and regional economic characteristics based upon available reports and data and information provided by the Town.
- i. Identify land use characteristics and trends based in part by information provided by the Town and forecast demands to the year 2029
- j. Assess the effectiveness of current land use regulatory ordinances.
- k. Update historic/archeological and scenic resources sections based in part by information provided by the Town.
- l. Update the natural resources section based in part by information provided by the Town.
- m. Develop fiscal capacity section.
- n. Develop a series of colored maps which present inventory information.
- o. Develop a written inventory and analysis section of the Comprehensive Plan Update.

6. Land Use Plan

- a. Assist the Committee in the update of the Future Land Use Plan.

- b. Prepare a revised Future Land Use Plan and Map.

7. Regional Coordination Program

- a. Develop policies and strategies that address regional resources and issues.

8. Prepare a draft comprehensive plan update and revise as necessary based upon public review and comment.

9. Prepare the final comprehensive plan update. (Print ready hard copy and electronic version)

10. Assess and Respond to the Municipal Planning and Assistance Program comments.

- a. If the Town requests state review of the Comprehensive Plan assist the committee in the development of responses to any comments.

Billing Rates

Additional services not included in this proposal, such as additional meetings, will be billed according to the Planner's billing rate and the federal mileage rate listed below. If additional staff support is required they will be charged at their billing rates. Changes in hourly rates and mileage will be provided on an annual basis should the contract work continue beyond 2019.

Staff Billing Rate

Shelley Norton \$67/ hr.

John Maloney \$75/ hr.

Mileage Reimbursement \$0.58/ per mile

Memo

To: Select Board

From: Matthew Garside, Town Manager

cc: Nikki Pratt Executive Assistant

Date: 8/30/19

Re: Timber Harvesting - Update

I would like authorization to expand the proposed area for timber harvest. Plan to include the Sadie Jackson lot and a portion of the Bragdon Hill Conservation area in addition to the Mingo lot located off Tiger Hill Road.

Walked all three areas (Sadie Jackson, Bragdon Hill, and Mingo Lot) with Town Forrester, Forestry Consultant, and Conservation Commission member.

Will update forestry management plan for Bragdon Hill area to allow for timber harvest.

Anticipate harvest to occur late fall for the Sadie Jackson lot and over the winter for the remaining two areas.

I have consulted with Fred Huntress, Town Forrester, on this plan. He approves.

Funds generated by the sale of timber will go to the Municipal Facilities Fund or "Timber Fund".



New England
Forestry Consultants, Inc.

Sherman R. Small
Consulting Forester
P.O. Box 621
Bethel, Maine 04217
Phone/Fax (207) 824-6122 E-mail sherms@megalink.net

September 3, 2019

TOWN OF POLAND TIMBER SALE PROSPECTUS

SHOWING: On **Wednesday, September 11, 2019 at 9:00 AM**, an area of standing timber will be shown by Sherman R. Small. Only one showing of the timber will be made, however a prospective buyer may request a private showing at another time by paying for the Forester's time and travel (office to office).

MEETING LOCATION: **Junction Summit Springs Road & Estes Way, 0.8 miles south of junction Summit Springs Road and White Oak Hill Road, Poland, Maine.**

PROPERTY OF: Town of Poland

BID DEADLINE: **Tuesday, September 17, 2019, 3:00 PM**

TOTAL FOREST AREA TO BE HARVESTED: 9 +/- acres. Approximately 4 acres will be cleared of all trees except white oaks. The perimeter of the cleared area is marked with orange flags and blue paint. Mature white pine and red oak trees outside of the cleared area are marked with blue paint for removal. No tally of the timber to be cut has been done. This is not a large timber sale, but there is a good volume for the acreage to be cut.

LOGGING CHANCE: Good, can start as soon as bid awarded and contract signed unless there is excessive rain.

CONDITIONS OF SALE:

1. The Seller, without penalty to the Purchaser, may suspend harvest and removal operations if the Forester determines that unreasonable damage to access roads, log yards, and skid roads is resulting from use of these areas.
2. Only marked trees shall be cut and removed. Merchantable trees not otherwise designated, if unnecessarily destroyed, shall be paid for at the rate of \$500.00/MBF.

3. All trees shall be utilized in their tops to the lowest possible diameter for commercially salable material. Stumps shall be cut no higher than the top of the root swell, except in the case of butt rot or iron in the wood, and shall be cut so as to leave the Forester's paint marks plainly visible on the stumps. In the case of butt rot or iron in the wood, the affected portion shall be cut and left in the woods at the discretion of the Forester.
4. The Purchaser shall either remove or leave on the ground all trees that are broken, damaged, uprooted, or leaning as a result of the Purchaser's activities in the building of roads or the cutting of marked timber. All tops shall be lopped so as not to extend more than 4 feet above the ground, and lopping shall not fall behind felling.
5. Slash disposal shall be in full compliance with State of Maine law.
6. The Seller reserves the right to restrict the size and type of timber harvesting and/or skidding equipment, and the manner in which it is operated, if the Forester determines that unreasonable damage is being caused by either.
7. All facilities erected and/or used by the Purchaser during the operation must be removed, and all lurching and service areas must be cleaned up within the time limit of the agreement.
8. The courses of all roads used shall be pre-approved by the Forester.
9. At the completion of logging, all roads used shall be left in proper repair to the satisfaction of the Forester.
10. The Purchaser will be required to maintain **Workers Compensation Insurance**, and the Purchaser will be required to maintain **Public Liability Insurance** not less than \$1,000,000.00 and to name the Town of Poland as an additional insured.
11. The timber will be landed and processed in a landing to be constructed by the successful bidder. A short spur road to the landing will also have to be constructed. Spur road and landing are on flat ground with no major obstacles.
12. All operations must be completed by **March 15, 2020**.
13. Payment for the timber shall be made as follows: **Payments for timber shall be received on or before the TENTH business day following the last day of the calendar week during which the timber was removed.**
14. The sale agreement shall be prepared by New England Forestry Consultants, Inc. and must be signed within 7 days of notice of acceptance of the bid to the Purchaser by the Forester.

BIDDING PROCEDURE: Use the attached bid form.

Bidding shall be on a **per ton and MBF** basis for trees in clearing area and marked trees. No warrantee of volume is made or implied by New England Forestry Consultants, Inc., its Forester, or the Seller. Each bidder must determine his own best estimate and bid accordingly.

A check for **\$1,000 as a performance deposit**, made out to New England Forestry Consultants, Inc., must be included with the bid. Unsuccessful bidders will have their checks returned.

All bids must be received by **New England Forestry Consultants, Inc.**, at **P.O. Box 621, Bethel, ME 04217**, no later than **3:00 PM – Tuesday – September 17, 2019**. No bids will be accepted later than that time.

Envelopes must be marked **“BID ON TOWN OF POLAND TIMBER”**.

It is suggested that bids be sent by certified mail. Bids may be hand delivered.

No FAX, email, or other electronic format bids accepted.

Bids will be opened immediately after closing time. Bidders may be present at the offices of New England Forestry Consultants, Inc. in Bethel, Maine for the opening. No information will be given out by telephone. Bid will be awarded by the Board of Selectmen at their scheduled meeting of September 17, 2019.

PERFORMANCE DEPOSIT: The successful bidder will be required to make a **Performance Deposit of \$1,000.00** to New England Forestry Consultants, Inc. Upon completion of the sale and full compliance with the terms of the agreement, this deposit will be returned to the Purchaser.

This Performance Deposit is made in lieu of a performance bond; no fee is added.

RESERVATION: The New England Forestry Consultants, Inc., as agents for the Seller, reserves the right to reject any or all bids.

New England Forestry Consultants, Inc.

BY: Sherman R. Small
Consulting Forester

BID FORM

The undersigned submits the following **STUMPAGE BID** for the timber offered for sale on the property of the Town of Poland located in Poland, Maine.
(Tax Map 10 - Lot 94), (thousand board feet = MBF)

Hardwood sawlogs and pallet log stumpage:

\$ _____ per MBF Red Oak

\$ _____ per MBF Sugar Maple

\$ _____ per MBF Yellow Birch

\$ _____ per MBF White Birch

\$ _____ per MBF Red Maple

\$ _____ per MBF Red Oak pallet

\$ _____ per MBF other species hardwood pallet*

*Town of Poland is not to receive less than pulpwood stumpage rates. When a particular delivered log rate yields less than the pulpwood rate to the Town of Poland, the bidder must pay the pulpwood rate.

Softwood sawlogs stumpage

White pine sawlogs \$ _____ per MBF

White pine pallet logs \$ _____ per MBF

Pulpwood stumpage

Mixed hardwood pulpwood \$ _____ per ton

Pine pulpwood \$ _____ per ton

Biomass chips* \$ _____ per ton

*(Topwood only, no commercial specification pulpwood or logs to be chipped)

_____ Check here if no chipping of topwood is planned

If this bid is accepted, the undersigned agrees that the \$1000 will be held as a performance deposit, and to execute a contract of sale within 7 days of acceptance of the bid.

Signed: _____ Date: _____ Witness: _____

Bidder Name & Address: _____

***** BIDDER – DO NOT WRITE BELOW THIS LINE *****

New England Forestry Consultants, Inc., acting as an agent for the timber owners hereby

_____ rejects _____ accepts the above bid.

NEFCo Forester: _____
Sherman R. Small

TOWN OF POLAND



Road Name Application

Parcel ID #:	MAP 13 - LOT 29
Closest Existing Road:	108 Johnson Hill Rd

Property Owner/Applicant Information

Owner Name:	Donald Ferry
Mailing Address:	108 Johnson Hill Rd, Poland, ME 04274
Phone Number:	207-809-9309
Email Address:	don@buythefire.com

Name request for new road:

1st Choice: FERRY ACRES RD

2nd Choice: FERRY RD

3rd Choice: _____

I hereby acknowledge that I have read this application and pertinent sections of the ordinances, and state that the information in this document is to the best of my knowledge true and accurate.

Applicant Signature: _____

Date: 7-5-19

CEO STATEMENT

I have checked the Town of Poland road names and find the following:

None of the names suggested are in use or similar to other road names

Another road is using one of the names: _____

One or more of the names is similar to an existing road: _____

CEO Signature: _____ Date: 8-2-19

PLANNING BOARD

The Planning Board recommends the following name: FERRY ACRES ROAD

Chairperson Signature: _____ Date: 8/13/19

BOARD OF SELECTPERSONS

The Board of Selectpersons Approves the following name: _____

Chairperson Signature: _____ Date: _____

Town of Poland

1231 Maine Street, Poland, ME 04274

Phone: (207) 998-4601

Fax: (207) 998-2002

www.polandtownoffice.org



Assessing 207-998-4651
Code Enforcement 207-998-4604
Recreation 207-998-4650
Fire Rescue 207-998-4689
Public Works 207-998-2570
Solid Waste 207-998-4688

September 3, 2019

Authorization of cash disbursements for Fiscal Year 2020 totaling:

Town A/P:	\$ 435,793.12
Payroll:	\$ 88,231.58
TIF 1:	\$ 3,500.00
TIF 2:	\$
DTV TIF:	\$
Total:	\$ 527,524.70

BOARD OF SELECTPERSONS

Stephen E. Robinson

Suzette Moulton

Joseph F. Cimino

Mary Beth Taylor

Stanley L. Tetenman

A / P Check Register
Bank: NORTHEAST-TIF 1

Type	Check	Amount	Date	Wrnt	Payee
R	5163	3,500.00	09/03/19	20	00396 ELECTRICAL SYSTEMS OF MAINE INC
Total		3,500.00			

Count	
Checks	1
Voids	0

Warrant 21

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
00119 AFLAC						
0090	66702	09	INSURANCE SEPT		267414	
AFLAC ACCIDENT			G 10-2681-00		412.20	0.00
			GENERAL FUND / AFLAC Accide			
AFLAC CANCER			G 10-2682-00		171.00	0.00
			GENERAL FUND / AFLAC Cancer			
AFLAC DENTAL			G 10-2683-00		42.90	0.00
			GENERAL FUND / AFLAC Dental			
AFLAC HOSPITAL			G 10-2684-00		142.20	0.00
			GENERAL FUND / AFLAC Hospit			
AFLAC VISION			G 10-2686-00		43.05	0.00
			GENERAL FUND / AFLAC Vision			
Vendor Total-					811.35	
00064 ALMIGHTY WASTE						
0090	66704	09	REC PULL FEE		116588	
REC PULL FEE			E 130-02-5275		89.00	0.00
			PUB WORKS / SOLID WASTE - RECY & PULL			
Invoice Total-					89.00	
0090	66704	09	REC PULL FEE		116526	
REC PULL FEE			E 130-02-5275		68.39	0.00
			PUB WORKS / SOLID WASTE - RECY & PULL			
Invoice Total-					68.39	
0090	66704	09	PULL FEE		24869	
PULL FEE			E 130-02-5270		89.00	0.00
			PUB WORKS / SOLID WASTE - MSW TIPPING			
Invoice Total-					89.00	
0090	66704	09	PULL FEE		24769	
PULL FEE			E 130-02-5270		89.00	0.00
			PUB WORKS / SOLID WASTE - MSW TIPPING			
Invoice Total-					89.00	
0090	66704	09	PULL FEE		24859	
PULL FEE			E 130-02-5270		89.00	0.00
			PUB WORKS / SOLID WASTE - MSW TIPPING			
Invoice Total-					89.00	
0090	66704	09	PULL FEE		23899	
PULL FEE			E 130-02-5270		89.00	0.00
			PUB WORKS / SOLID WASTE - MSW TIPPING			
Invoice Total-					89.00	
0090	66704	09	PULL FEE		23910	
PULL FEE			E 130-02-5270		89.00	0.00
			PUB WORKS / SOLID WASTE - MSW TIPPING			
Invoice Total-					89.00	
0090	66704	09	PULL FEE		23909	
PULL FEE			E 130-02-5270		89.00	0.00
			PUB WORKS / SOLID WASTE - MSW TIPPING			
Invoice Total-					89.00	
0090	66704	09	PULL FEE		23808	
PULL FEE			E 130-02-5270		89.00	0.00
			PUB WORKS / SOLID WASTE - MSW TIPPING			
Invoice Total-					89.00	
0090	66704	09	OWB PULL FEE		85519	
OWB PULL FEE			E 130-02-5270		181.70	0.00
			PUB WORKS / SOLID WASTE - MSW TIPPING			
Invoice Total-					181.70	

Warrant 21

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
0090	66704	09	RECYCLE PULL FEE	116340		
RECYCLE PULL FEE			E 130-02-5275		89.00	0.00
			PUB WORKS / SOLID WASTE - RECY & PULL			
			Invoice Total-		89.00	
0090	66704	09	PULL FEE	22987		
PULL FEE			E 130-02-5270		89.00	0.00
			PUB WORKS / SOLID WASTE - MSW TIPPING			
			Invoice Total-		89.00	
0090	66704	09	PULL FEE	22961		
PULL FEE			E 130-02-5270		89.00	0.00
			PUB WORKS / SOLID WASTE - MSW TIPPING			
			Invoice Total-		89.00	
			Vendor Total-		1,229.09	
00075 AMERICAN RED CROSS						
0090	66705	09	DONATION	8/26/19		
DONATION			E 120-08-5530		1,000.00	0.00
			COMM SERVCS / SOC SERVC AG - RED CROSS			
			Vendor Total-		1,000.00	
00123 ANDROSCOGGIN VALLEY						
0090	66706	09	2020 MUNICIPAL DUES	2020-40		
2020 MUNICIPAL DUES			E 110-01-5330		9,643.69	0.00
			ADMINISTRATI / ADMIN - DUES/SUBSCR			
			Vendor Total-		9,643.69	
00103 ATLANTIC PARTNERS EMS, INC.						
0090	66707	09	CPR INSTRUCTOR COURSE	12574		
CPR INSTRUCTOR COURSE			E 140-01-5140		80.00	0.00
			PUB SAFETY / FIRE RESCUE - TRAINING			
			Vendor Total-		80.00	
00129 BAKER & TAYLOR BOOKS						
0090	66708	09	BOOKS	5015639458		
BOOKS			E 700-01-7105		69.28	0.00
			RICKER LIBRA / RICKER LIBR. - BOOKS			
			Invoice Total-		69.28	
0090	66708	09	BOOKS	5015637392		
BOOKS			E 700-01-7105		58.71	0.00
			RICKER LIBRA / RICKER LIBR. - BOOKS			
			Invoice Total-		58.71	
			Vendor Total-		127.99	
00171 BOUND TREE MEDICAL, LLC						
0090	66709	09	SUPPLIES	83307922		
SUPPLIES			E 140-01-5490		297.81	0.00
			PUB SAFETY / FIRE RESCUE - MEDICAL SUP			
			Vendor Total-		297.81	
01835 CENTER POINT LARGE PRINT						
0090	66710	09	BOOKS	1710862		
BOOKS			E 700-01-7105		46.74	0.00
			RICKER LIBRA / RICKER LIBR. - BOOKS			
			Vendor Total-		46.74	
00222 CENTRAL MAINE POWER COMPANY						
0090	66711	09	JULY AUGUST	2019		
OLD TOWN OFFICE			E 110-01-5200		130.26	0.00
			ADMINISTRATI / ADMIN - ELECTRICITY			

Warrant 21

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
MUNICIPAL BUILDING			E 110-01-5200		486.45	0.00
			ADMINISTRATI / ADMIN - ELECTRICITY			
PUBLIC WORKS			E 130-01-5200		327.38	0.00
			PUB WORKS / PUBLIC WORKS - ELECTRICITY			
SOLID WASTE			E 130-02-5200		272.19	0.00
			PUB WORKS / SOLID WASTE - ELECTRICITY			
BEACONS			E 140-05-5350		22.44	0.00
			PUB SAFETY / STREET LIGHT - PROF SERVICE			
BEACONS			E 140-05-5350		17.40	0.00
			PUB SAFETY / STREET LIGHT - PROF SERVICE			
BEACONS			E 140-05-5350		18.88	0.00
			PUB SAFETY / STREET LIGHT - PROF SERVICE			
STREET LIGHTS			E 140-05-5350		289.17	0.00
			PUB SAFETY / STREET LIGHT - PROF SERVICE			
FIRE/RESCUE			E 140-01-5200		22.59	0.00
			PUB SAFETY / FIRE RESCUE - ELECTRICITY			
Rec Dept - Brown Ave.			E 500-01-6010		35.17	0.00
			REC PGMS / REC PROGRAMS - BASEBALL EXP			
Camp Connor Electricity			E 500-01-6140		106.34	0.00
			REC PGMS / REC PROGRAMS - SUMM REC EXP			
RICKER LIBRARY			E 700-01-5200		406.18	0.00
			RICKER LIBRA / RICKER LIBR. - ELECTRICITY			
Vendor Total-					2,134.45	
00386 CENTRAL SQUARE TECHNOLOGIES						
0090	66712	09	CONTRACT NO Q-00019425	248192		
			CONTRACT NO Q-00019425		E 140-01-5330	400.00
			PUB SAFETY / FIRE RESCUE - DUES/SUBSCR			0.00
Vendor Total-					400.00	
01978 CITY OF AUBURN						
0090	66713	09	SERVICE	51-19-2829:1		
			SERVICE		E 140-01-5487	100.00
			PUB SAFETY / FIRE RESCUE - AMB. BILLING			0.00
Vendor Total-					100.00	
02280 COMMUNITY CONCEPTS						
0090	66714	09	DONATION	8/26/19		
			DONATION		E 120-08-5535	3,000.00
			COMM SERVS / SOC SERVC AG - COM CONCEPTS			0.00
Vendor Total-					3,000.00	
00385 CREATIVE DIGITAL IMAGING						
0090	66715	09	2020 TAX BILL	POSTATE		
			2020 TAX BILL		E 110-01-5235	1,506.72
			ADMINISTRATI / ADMIN - POSTAGE			0.00
Vendor Total-					1,506.72	
01854 DEPOT SQUARE HARDWARE						
0090	66716	09	WHITE OAK HILL CEMETARY	A149284		
			BUILDING AND GROUNDS		E 304-01-5210	647.88
			WHITE OAK CE / WHITE OAK CE - MAIN-REPAIRS			0.00
Invoice Total-					647.88	
0090	66716	09	2WAY RADIO BATTERIES	A148665		
			2WAY RADIO BATTERIES		E 130-01-5210	37.98
			PUB WORKS / PUBLIC WORKS - MAIN-REPAIRS			0.00
Invoice Total-					37.98	
0090	66716	09	SUPPLIES	A149285		
			SUPPLIES		E 130-01-5480	8.99
			PUB WORKS / PUBLIC WORKS - TOOLS/PARTS			0.00

Warrant 21

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
Invoice Total-					8.99	
0090	66716	09	SUPPLIES	B61984		
BUILDING AND GROUNDS			E 140-01-5420		13.93	0.00
PUB SAFETY / FIRE RESCUE - GRNDS SUPP						
Invoice Total-					13.93	
Vendor Total-					708.78	
00304 DIRIGO WIRELESS						
0090	66717	09	RADIO & ANTENNA PARTS	5047		
RADIO & ANTENNA PARTS			E 140-01-5410		344.15	0.00
PUB SAFETY / FIRE RESCUE - EQUIP SUPP						
Vendor Total-					344.15	
02102 FASTENAL COMPANY						
0090	66718	09	PAVEMENT SAW SUPPLIES	MEAUB176626		
PAVEMENT SAW SUPPLIES			E 130-01-5210		182.14	0.00
PUB WORKS / PUBLIC WORKS - MAIN-REPAIRS						
Vendor Total-					182.14	
02268 FULLY INVOLVED, LLC						
0090	66719	09	ANNUAL LICENSING	2019-1268		
ANNUAL LICENSING			E 140-01-5330		1,300.00	0.00
PUB SAFETY / FIRE RESCUE - DUES/SUBSCR						
Vendor Total-					1,300.00	
00407 FUNTOWN/SPLASHTOWN USA						
0090	66532	09	FIELD TRIP	SUMMER REC		
FIELD TRIP			E 500-01-6140		3,178.00	0.00
REC PGMS / REC PROGRAMS - SUMM REC EXP						
Vendor Total-					3,178.00	
00456 GROUP DYNAMICS INC.						
0090	66720	09	HRA MONTHLY PAYMENT	L1909-016000334		
HRA MONTHLY PAYMENT			E 150-04-5810		72.00	0.00
FINAN SERVCS / EE BENEFITS - HEALTH INS						
Vendor Total-					72.00	
00390 HAROLD BURRINGTON, IV						
0090	66721	09	INCOME PROTECTION	REIMBURSEMENT		
INCOME PROTECTION			G 10-2680-00		213.52	0.00
GENERAL FUND / IPP						
Vendor Total-					213.52	
01541 IRVING ENERGY						
0090	66722	09	UNLEADED	316025		
DIESEL			G 10-1800-01		6,835.20	0.00
GENERAL FUND / DIESEL INVEN						
Invoice Total-					6,835.20	
0090	66722	09	DIESEL	316024		
DIESEL			G 10-1800-01		9,528.40	0.00
GENERAL FUND / DIESEL INVEN						
Invoice Total-					9,528.40	
0090	66722	09	Credit	50219		
Credit Memo			G 10-1101-00		-10,179.85	0.00
GENERAL FUND / CR MEMOS REC						
Invoice Total-					-10,179.85	
Vendor Total-					6,183.75	
02283 JENSEN BAIRD GARDNER & HENRY						
0090	66723	09	LEGAL SERVICES	299138		

Warrant 21

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
LEGAL SERVICES			E 110-05-5315		893.00	0.00
			ADMINISTRATI / CONTRACTED - LEGAL			
Vendor Total-					893.00	
00389 JKL LAND SURVEYING						
0090	66724	09	BAKERSTOWN RD 28-11B	8424		
BAKERSTOWN RD 28-11B			E 170-01-5260		2,500.00	0.00
			OVERLAY / ABATEMENTS - FINAN OUTLAY			
Vendor Total-					2,500.00	
00384 JONES & BARTLETT LEARNING						
0090	66725	09	TRAINING MATERIALS	2069456		
TRAINING MATERIALS			E 140-01-5140		621.51	0.00
			PUB SAFETY / FIRE RESCUE - TRAINING			
Vendor Total-					621.51	
00023 MAINE AWARDS						
0090	66726	09	PLASTIC PLATE	66822		
FIRE RESCUE TRAIN/PLAQUES			E 140-01-5420		61.65	0.00
			PUB SAFETY / FIRE RESCUE - GRNDS SUPP			
Vendor Total-					61.65	
00755 MAINE MUNICIPAL EMPLOYEES						
0090	66727	09	SEPTEMBER 2019	MHT-01110		
ADMINISTRATION			E 150-04-5810		6,753.70	0.00
			FINAN SERVCS / EE BENEFITS - HEALTH INS			
PLANNING			E 150-04-5810		2,421.34	0.00
			FINAN SERVCS / EE BENEFITS - HEALTH INS			
RECREATION			E 150-04-5810		1,498.26	0.00
			FINAN SERVCS / EE BENEFITS - HEALTH INS			
PUBLIC WORKS			E 150-04-5810		5,162.70	0.00
			FINAN SERVCS / EE BENEFITS - HEALTH INS			
SOLID WASTE			E 150-04-5810		667.92	0.00
			FINAN SERVCS / EE BENEFITS - HEALTH INS			
FIRE RESCUE			E 150-04-5810		5,162.70	0.00
			FINAN SERVCS / EE BENEFITS - HEALTH INS			
LIBRARY			E 700-01-5810		667.92	0.00
			RICKER LIBRA / RICKER LIBR. - HEALTH INS			
HEALTH WITHHOLDING			G 10-2650-00		3,941.40	0.00
			GENERAL FUND / Health Ins.			
DENTAL WITHHOLDING			G 10-2655-00		1,472.86	0.00
			GENERAL FUND / Dental Ins.			
VISIONWITHHOLDING			G 10-2660-00		167.95	0.00
			GENERAL FUND / Vision Ins.			
IPP WITHHOLDING			G 10-2680-00		1,035.90	0.00
			GENERAL FUND / IPP			
DEPENDENT WITHHOLDING			G 10-2665-00		7.90	0.00
			GENERAL FUND / Dep. Life			
PUBLIC WORKS LIFE			E 150-03-5260		24.00	0.00
			FINAN SERVCS / MUN INSURANC - FINAN OUTLAY			
Vendor Total-					28,984.55	
00757 MAINE WASTE TO ENERGY						
0090	66728	09	TIP FEES	023899		
TIP FEES			E 130-02-5270		414.51	0.00
			PUB WORKS / SOLID WASTE - MSW TIPPING			
Invoice Total-					414.51	
0090	66728	09	TIP FEES	022987		
TIP FEES			E 130-02-5270		465.76	0.00
			PUB WORKS / SOLID WASTE - MSW TIPPING			

Warrant 21

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
Invoice Total-					465.76	
0090	66728	09	TIP FEES	022961		
TIP FEES			E 130-02-5270		384.58	0.00
			PUB WORKS / SOLID WASTE - MSW TIPPING			
Invoice Total-					384.58	
0090	66728	09	TIP FEES	022840		
TIP FEES			E 130-02-5270		510.45	0.00
			PUB WORKS / SOLID WASTE - MSW TIPPING			
Invoice Total-					510.45	
0090	66728	09	TIP FEES	023808		
TIP FEES			E 130-02-5270		437.06	0.00
			PUB WORKS / SOLID WASTE - MSW TIPPING			
Invoice Total-					437.06	
0090	66728	09	TIP FEES	023909		
TIP FEES			E 130-02-5270		34.44	0.00
			PUB WORKS / SOLID WASTE - MSW TIPPING			
Invoice Total-					34.44	
0090	66728	09	TIP FEES	023910		
TIP FEES			E 130-02-5270		466.99	0.00
			PUB WORKS / SOLID WASTE - MSW TIPPING			
Invoice Total-					466.99	
Vendor Total-					2,713.79	
00703 MECHANIC FALLS AUTO SUPPLY, INC.						
0090	66729	09	AIR FILTER #12	PW 659994		
PUB WORKS SUPPLIES			E 130-01-5230		32.06	0.00
			PUB WORKS / PUBLIC WORKS - VEHICLES			
Invoice Total-					32.06	
0090	66729	09	BRAKE CALIPER #1	PW 660418		
BRAKE CALIPER #1			E 130-01-5230		158.21	0.00
			PUB WORKS / PUBLIC WORKS - VEHICLES			
Invoice Total-					158.21	
0090	66729	09	PARTS/SUPPLIES	F/R 660573		
F/R SUPPLIES			E 140-01-5420		40.79	0.00
			PUB SAFETY / FIRE RESCUE - GRNDS SUPP			
Invoice Total-					40.79	
Vendor Total-					231.06	
01547 MICROMARKETING LLC						
0090	66730	09	AUDIOBOOKS	781987		
AUDIOBOOKS			E 700-01-7115		55.98	0.00
			RICKER LIBRA / RICKER LIBR. - AUDIO BOOKS			
Invoice Total-					55.98	
0090	66730	09	AUDIOBOOKS	781412		
AUDIOBOOKS			E 700-01-7115		28.00	0.00
			RICKER LIBRA / RICKER LIBR. - AUDIO BOOKS			
Invoice Total-					28.00	
0090	66730	09	BOOKS	782186		
BOOKS			E 700-01-7105		13.60	0.00
			RICKER LIBRA / RICKER LIBR. - BOOKS			
Invoice Total-					13.60	
Vendor Total-					97.58	
00014 MILTON CAT WAREHOUSE						
0090	66731	09	GRADER TEETH	INV1704231		
GRADER TEETH			E 130-01-6470		223.12	0.00

Warrant 21

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
PUB WORKS / PUBLIC WORKS - CUT EDGE SNO						
Vendor Total-					223.12	
00175 NORTHLIGHT ELECTRIC, LLC						
0090	66732	09	SURGE PROT/OUTLETS	1317		
SURGE PROT/OUTLETS			E 211-01-5705		2,517.00	0.00
MUNIC FACILI / MUNIC FACILI - MUN TECHNOL						
Vendor Total-					2,517.00	
00165 OCCUPATIONAL HEALTH CENTERS						
0090	66733	09	PHYSICAL/SCREEN	1206578565		
PHYSICAL/SCREEN			E 140-01-5365		205.00	0.00
PUB SAFETY / FIRE RESCUE - PHYS/DRUG SC						
Vendor Total-					205.00	
00880 PARENT LUMBER CO. INC.						
0090	66734	09	SUPPLIES	58189		
SUPPLIES			E 304-01-5210		98.76	0.00
WHITE OAK CE / WHITE OAK CE - MAIN-REPAIRS						
Vendor Total-					98.76	
00194 PENWORTHY COMPANY LLC						
0090	66735	09	BOOKS	0554609-IN		
BOOKS			E 700-01-7105		119.10	0.00
RICKER LIBRA / RICKER LIBR. - BOOKS						
Vendor Total-					119.10	
00387 PERFORMANCE PRODUCT PAINTING, INC						
0090	66736	09	LIBRARY BLDG MAINT	66639		
LIBRARY BLDG MAINT			E 211-01-5350		175.00	0.00
MUNIC FACILI / MUNIC FACILI - PROF SERVICE						
Vendor Total-					175.00	
00904 PIKE INDUSTRIES, INC.						
0090	66737	09	SHOULDER GRAVEL	1042702		
ROAD WORK CIP ACCT			E 212-02-5350	2002	111.06	0.00
TOWN RDS RES / TOWN RDS RES - PROF SERVICE						
Invoice Total-					111.06	
0090	66737	09	SHOULDER GRAVEL	1043398		
ROAD WORK CIP ACCT			E 212-02-5350	2002	228.40	0.00
TOWN RDS RES / TOWN RDS RES - PROF SERVICE						
Invoice Total-					228.40	
0090	66737	09	SHOULDER GRAVEL	1044014		
ROAD WORK CIP ACCT			E 212-02-5350	2002	6,847.49	0.00
TOWN RDS RES / TOWN RDS RES - PROF SERVICE						
Invoice Total-					6,847.49	
Vendor Total-					7,186.95	
00950 PRIMERICA SHAREHOLDER SERVICES						
0090	66738	09	6171 CAREY	AUGUST 2019		
6171 CAREY			G 10-2666-00		31.25	0.00
GENERAL FUND / Primerica						
Vendor Total-					31.25	
01395 PURCHASE POWER						
0090	66701	09	METER REFIL	8/5		
METER REFIL			E 110-01-5235		4,124.54	0.00
ADMINISTRATI / ADMIN - POSTAGE						
Vendor Total-					4,124.54	
00988 RENT IT, INC						

Warrant 21

Jrnl	Check	Month	Invoice Description	Reference	Amount	Encumbrance
Description			Account	Proj		
0090	66739	09	ROLLER RENT NR RD	50142		
ROLLER RENT NR RD			E 130-01-5375	2002	3,499.00	0.00
			PUB WORKS / PUBLIC WORKS - RENTAL EQUIP			
			Vendor Total-		3,499.00	
01485 RESPONSIBLE PET CARE						
0090	66740	09	SERVICE 7/27/19	POLAND CORNER		
SERVICE 7/27/19			E 140-04-5350		22.00	0.00
			PUB SAFETY / ANIMAL CTRL - PROF SERVICE			
			Vendor Total-		22.00	
01884 RHR SMITH & COMPANY						
0090	66741	09	AUDIT FYE 6/30/2019	24391		
AUDIT FYE 6/30/2019			E 110-05-5305		5,000.00	0.00
			ADMINISTRATI / CONTRACTED - AUDIT			
			Vendor Total-		5,000.00	
01029 SECRETARY OF STATE						
0090	66531	09	8/15/2019	8/8-8/15/19		
8/15/2019			G 10-2300-03		14,748.80	0.00
			GENERAL FUND / STATE MV			
			Invoice Total-		14,748.80	
0090	66616	09	REPORT FOR 8/22/19	W/O 8/15-8/22		
REPORT FOR 8/22/19			G 10-2300-03		4,492.10	0.00
			GENERAL FUND / STATE MV			
			Invoice Total-		4,492.10	
			Vendor Total-		19,240.90	
00354 SPENCER GROUP PAVING LLC						
0090	66742	09	PAVING & FINE GRADE	3725		
PAVING & FINE GRADE			E 212-02-5350	2002	323,168.76	0.00
			TOWN RDS RES / TOWN RDS RES - PROF SERVICE			
			Vendor Total-		323,168.76	
00388 STEVE CROOKER						
0090	66743	09	FENCE PICKETS	13		
FENCE PICKETS			E 304-01-5210		750.00	0.00
			WHITE OAK CE / WHITE OAK CE - MAIN-REPAIRS			
			Vendor Total-		750.00	
01134 TMDE CALIBRATION LABS						
0090	66744	09	RADAR CALIBRATION	36855		
RADAR CALIBRATION			E 140-02-5210		150.00	0.00
			PUB SAFETY / LAW ENFORCEM - MAIN-REPAIRS			
			Vendor Total-		150.00	
00394 TONYA DARLING						
0090	66700	09	REFUND	SUMMER REC		
REFUND			E 500-01-6140		360.00	0.00
			REC PGMS / REC PROGRAMS - SUMM REC EXP			
			Vendor Total-		360.00	
02038 W. B. MASON CO. INC.						
0090	66745	09	SUPPLIES	202034500		
FIRE/RES SUPPLIES			E 140-01-5400		46.47	0.00
			PUB SAFETY / FIRE RESCUE - OFFICE SUPP			
FIRE/RES			E 140-01-5420		108.98	0.00
			PUB SAFETY / FIRE RESCUE - GRNDS SUPP			
			Invoice Total-		155.45	
0090	66745	09	SUPPLIES	201939433		

Warrant 21

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
LIBRARY SUPPLIES			E 700-01-5400		102.97	0.00
			RICKER LIBRA / RICKER LIBR. - OFFICE SUPP			
			Invoice Total-		102.97	
			Vendor Total-		258.42	
			Prepaid Total-		26,903.44	
			Current Total-		407,382.96	
			EFT Total-		1,506.72	
			Warrant Total-		435,793.12	

BOARD OF SELECTPERSONS

Stephen E. Robinson _____

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Mary Beth Taylor _____

Joseph F. Cimino _____

Stanley L. Tetenman _____

A / P Check Register
Bank: NORTHEAST-GEN

Type	Check	Amount	Date	Wrnt	Payee
P	66531	14,748.80	08/16/19	21	01029 SECRETARY OF STATE
P	66532	3,178.00	08/16/19	21	00407 FUNTOWN/SPLASHTOWN USA
P	66616	4,492.10	08/23/19	21	01029 SECRETARY OF STATE
P	66700	360.00	08/29/19	21	00394 TONYA DARLING
P	66701	4,124.54	08/29/19	21	01395 PURCHASE POWER
R	66702	811.35	09/03/19	21	00119 AFLAC
V	66703	0.00	09/03/19	21	00064 ALMIGHTY WASTE
R	66704	1,229.09	09/03/19	21	00064 ALMIGHTY WASTE
R	66705	1,000.00	09/03/19	21	00075 AMERICAN RED CROSS
R	66706	9,643.69	09/03/19	21	00123 ANDROSCOGGIN VALLEY
R	66707	80.00	09/03/19	21	00103 ATLANTIC PARTNERS EMS, INC.
R	66708	127.99	09/03/19	21	00129 BAKER & TAYLOR BOOKS
R	66709	297.81	09/03/19	21	00171 BOUND TREE MEDICAL, LLC
R	66710	46.74	09/03/19	21	01835 CENTER POINT LARGE PRINT
R	66711	2,134.45	09/03/19	21	00222 CENTRAL MAINE POWER COMPANY
R	66712	400.00	09/03/19	21	00386 CENTRAL SQUARE TECHNOLOGIES
R	66713	100.00	09/03/19	21	01978 CITY OF AUBURN
R	66714	3,000.00	09/03/19	21	02280 COMMUNITY CONCEPTS
E	66715	1,506.72	09/03/19	21	00385 CREATIVE DIGITAL IMAGING
R	66716	708.78	09/03/19	21	01854 DEPOT SQUARE HARDWARE
R	66717	344.15	09/03/19	21	00304 DIRIGO WIRELESS
R	66718	182.14	09/03/19	21	02102 FASTENAL COMPANY
R	66719	1,300.00	09/03/19	21	02268 FULLY INVOLVED, LLC
R	66720	72.00	09/03/19	21	00456 GROUP DYNAMICS INC.
R	66721	213.52	09/03/19	21	00390 HAROLD BURRINGTON, IV
R	66722	6,183.75	09/03/19	21	01541 IRVING ENERGY
R	66723	893.00	09/03/19	21	02283 JENSEN BAIRD GARDNER & HENRY
R	66724	2,500.00	09/03/19	21	00389 JKL LAND SURVEYING
R	66725	621.51	09/03/19	21	00384 JONES & BARTLETT LEARNING
R	66726	61.65	09/03/19	21	00023 MAINE AWARDS
R	66727	28,984.55	09/03/19	21	00755 MAINE MUNICIPAL EMPLOYEES
R	66728	2,713.79	09/03/19	21	00757 MAINE WASTE TO ENERGY
R	66729	231.06	09/03/19	21	00703 MECHANIC FALLS AUTO SUPPLY, INC.
R	66730	97.58	09/03/19	21	01547 MICROMARKETING LLC
R	66731	223.12	09/03/19	21	00014 MILTON CAT WAREHOUSE
R	66732	2,517.00	09/03/19	21	00175 NORTHLIGHT ELECTRIC, LLC
R	66733	205.00	09/03/19	21	00165 OCCUPATIONAL HEALTH CENTERS
R	66734	98.76	09/03/19	21	00880 PARENT LUMBER CO. INC.
R	66735	119.10	09/03/19	21	00194 PENWORTHY COMPANY LLC
R	66736	175.00	09/03/19	21	00387 PERFORMANCE PRODUCT PAINTING, INC
R	66737	7,186.95	09/03/19	21	00904 PIKE INDUSTRIES, INC.
R	66738	31.25	09/03/19	21	00950 PRIMERICA SHAREHOLDER SERVICES
R	66739	3,499.00	09/03/19	21	00988 RENT IT, INC
R	66740	22.00	09/03/19	21	01485 RESPONSIBLE PET CARE
R	66741	5,000.00	09/03/19	21	01884 RHR SMITH & COMPANY
R	66742	323,168.76	09/03/19	21	00354 SPENCER GROUP PAVING LLC
R	66743	750.00	09/03/19	21	00388 STEVE CROOKER
R	66744	150.00	09/03/19	21	01134 TMDE CALIBRATION LABS

A / P Check Register
Bank: NORTHEAST-GEN

Type	Check	Amount	Date	Wrnt	Payee
R	66745	258.42	09/03/19	21	02038 W. B. MASON CO. INC.
Total		435,793.12			

Count	
Checks	48
Voids	1

Warrant 20

Jrnl	Check	Month	Invoice Description	Reference		
Description			Account	Proj	Amount	Encumbrance
00396 ELECTRICAL SYSTEMS OF MAINE INC						
0115	5163	09	INSTALL BANNERS		31265	
INSTALL BANNERS			E 400-01-5650		3,500.00	0.00
			PSB TIF 1 / PSB TIF I - CEDC			
			Vendor Total-		3,500.00	
			Prepaid Total-		0.00	
			Current Total-		3,500.00	
			EFT Total-		0.00	
			Warrant Total-		3,500.00	

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